

# RFQ FOR COMMERCIAL SERVICES

## GENERAL INFORMATION

Document Type: Combined Synopsis Solicitation Amendment 00001

Solicitation Number: VA786-17-Q-0511

Post Date: 06/05/2017

Original Response Date: 06/09/2017 at 4:00 pm

Current Response Date: 06/09/2017 at 4:00 pm

Applicable NAICS: 561730

Classification Code: s208

Set Aside Type: 100% Veteran Owned Small Business (VOSB)

Issuing Contracting Office: Department of Veterans Affairs  
National Cemetery Administration, Contract Services  
75 Barrett Heights Rd., Suite 309  
Stafford, VA 22556

Place of Performance: SARATOGA NATIONAL CEMETERY  
200 DUELL RD  
SCHUYLERVILLE, NY 12871

Attachments: A - Performance Work Statement  
B - Wage Determination

**Description:** This notice shall not be construed as a commitment by the Government to ultimately award a contract, nor does it restrict the Government to a particular acquisition approach. This is a combined synopsis/solicitation for construction services prepared in accordance with the format in FAR Part 13, Simplified Acquisition Procedures and FAR Part 12, Acquisition of Commercial Items, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; offers are being requested, and all solicitation provisions & clauses are incorporated in this announcement. Responses to this Request for Quotation (RFQ) are due to the Contracting Officer no later than 4:00 pm on 06/09/2017. Responses to this announcement will result in a Firm-Fixed Price purchase order and the Government intends to make award under this announcement without discussions. All information submitted in response to this announcement is voluntary and the Government will not pay for information provided nor will it compensate any respondent for any cost incurred in developing information provided for the Government. Offerors are responsible for obtaining any and all amendments or additional information concerning this announcement at <https://fbo.gov>.

Prospective offerors must be registered with the System for Award Management (SAM) website and complete representations and certifications at <https://www.sam.gov>

VOSB offerors must be verified with the Center for Verification and Evaluation (CVE) to participate under the Veterans First Contracting Program at the time of the response to this announcement at the following website: <https://www.vip.vetbiz.gov> . See VAAR clause 852.219-

11 VA Notice of Total Veteran Owned Small Business Set-Aside for additional information on the Veterans First Contracting Program requirements. Offers received from companies not registered in <https://www.vip.vetbiz.gov> will not be considered and ineligible for award.

The U.S. Department of Veterans Affairs, National Cemetery Administration, and the Saratoga National Cemetery anticipates a purchase order for tree trimming services.

The applicable North American Industrial Classification System (NAICS) code for this procurement is 561730, with a business size standard of \$7.5 million.

The National Cemetery Administration is seeking quotes from Service Disabled Veteran Owned Small Businesses qualified for tree trimming services.

Period of Performance: 60 days from receipt of award

Scope: The contractor shall be responsible for providing tree trimming services for Saratoga National Cemetery only.

#### Services Price Schedule

| <u>CLIN</u>                        | <u>DESCRIPTION</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <u>EST. QTY</u> | <u>UNIT</u> | <u>UNIT COST</u> | <u>TOTAL COST</u> |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------|------------------|-------------------|
| 001                                | Furnish all supervision, labor, equipment, tools, materials and supplies necessary to provide routine pruning of shade / flowering trees, varieties include Red Maple (150 total), Bradford Pear (150 total) and Linden (110 total) to include removal of any dead, diseased or crossing / rubbing branches as well as removal of any low hanging branches that interfere with mowing or cemetery maintenance operations and removal of growth to provide more adequate spacing between trees located at the Saratoga | 410             | Ea.         | \$ _____         | \$ _____          |
| 002                                | Furnish all supervision, labor, equipment, tools, materials and supplies necessary to remove six (6) trees next to interment shelter number two (2) at the Saratoga National Cemetery. <b>(Stump grinding will not be required)</b>                                                                                                                                                                                                                                                                                   | 6               | Ea.         | \$ _____         | \$ _____          |
| <b>GRAND TOTAL ESTIMATED COST:</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |             |                  | \$ _____          |

#### General Description of Services

**SCOPE:** The Contractor shall furnish all supervision, labor, transportation, equipment, supplies, materials, professional guidance & advice for and incident to the provision of Tree Pruning / Removal and Tree Transplanting Services at the Saratoga National Cemetery. The

primary emphasis for the completion of this work is to preserve and improve the growth habit and condition of the cemetery tree population.

**SITE VISIT:** Offerors or quoters 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 one or all sites constitute grounds for a claim after contract award. If you plan to conduct a site visit / inspection at the Saratoga National Cemetery and satellite cemeteries, YOU MUST CONTACT one of the following cemetery personnel to make arrangements:

Scott Lamb, Cemetery Director..... (518) 581-9128

Bill Nelson, Operations Foreman..... (518) 583-3482

SEE ATTACHMENT A – PERFORMANCE WORK STATEMENT for all services requirements under this RFQ.

**Proposal Format and Submission Information:**

Offers must be submitted on company letterhead. Commercial format is encouraged. All offerors shall include the following information as part of their quote:

- Legal Business/Company Name (as listed in [www.sam.gov](http://www.sam.gov))
- DUNS Number
- Point of Contact Name
- Telephone number
- Email Address

Proposals shall be submitted via email or via mail to the following addresses:

Email: [kenneth.dougherty@va.gov](mailto:kenneth.dougherty@va.gov)  
Mail: 75 Barrett Heights Road  
Suite 309  
Stafford, VA 22556

For proposals mailed, proposals shall be submitted on compact disk (CD) and files shall be in either Microsoft Word or Adobe pdf formats. DVDs are not acceptable as the Government computer is unable to read this media type. Any DVDs received in response to this announcement will be rated as technically unacceptable and removed from consideration.

Questions pertaining to this announcement shall be sent by email to: [kenneth.dougherty@va.gov](mailto:kenneth.dougherty@va.gov) . Telephone inquiries will not be accepted.

**Proposal Evaluation:**

The Government intends to award a purchase order resulting from this announcement using the evaluation method of “Lowest Price Technically Acceptable.”

## **EVALUATION FACTORS FOR AWARD**

### **Evaluation Process:**

#### **Quotes will be evaluated in accordance with FAR 13.106-2 Evaluation of Quotations or Offers and FAR 15.101-2 Lowest Price Technically Acceptable Source Selection Process**

The Government intends to award a contract resulting from this solicitation using the evaluation method "Lowest Price Technically Acceptable." This method is appropriate when best value is expected to result from selection of the technically acceptable offer with the lowest evaluated cost/price. Offers will be evaluated for acceptability but not ranked using the non-cost/price factors. Evaluation factors and significant sub factors that establish the requirements of acceptability are set forth below. Award will be made on the basis of the lowest evaluated price of proposals meeting or exceeding the acceptability standards for non-cost factors (FAR 15.101-2). The following factors shall be used to evaluate offerors on a lowest cost, technically acceptable bases in accordance with FAR 15.101-2:

#### **A. Price**

**B. 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. For example:

- Experience of company in performing this type of work? Have you done/performed services for a cemetery in the past? Please explain. See SOW for more information of what is needed.
- Qualification of Technical/key Personnel (resumes of key personnel, training, experience, certifications)
- Sufficient Personnel/Equipment (list)
- Performance Plan:  
Submit a detailed performance plan to indicate how the contractor plans to meet the goals of the cemetery (i.e. performance schedule). The contractor's proposal will be evaluated on how well it meets the performance goals of this contract.

Identify any subcontractor(s) to be used in performance of this contract, along with the subcontractor's socio-economic status (e.g. Disabled/Veteran owned, Woman owned, Small, Large Business, etc.). If using a subcontractor, list the type and percent of work each party will perform.

The full text of FAR provisions and clauses may be accessed electronically at:

<http://farsite.hill.af.mil/> and <https://www.acquisition.gov/?q=browsefar>

The following **solicitation provisions** apply to this acquisition:

FAR 52.204-7 System for Award Management  
FAR 52.204-16 Commercial and Government Entity Code Maintenance  
FAR 52.204-22 Alternative Line Proposal  
FAR 52.212-1 Instructions to Offerors – Commercial Items  
FAR 52.215-1 Instructions to Offerors – Competitive Acquisition

FAR 52.237-1 Site Visit  
FAR 52.252-5 Authorized Deviations in Provisions  
FAR 52.203-98 (DEVIATION) Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements-Representation

VAAR 852.270-1 Representatives of the Contracting Officer  
VAAR 852.273-74 Award without Exchanges

Offerors must complete annual representations and certifications on-line at <http://orca.bpn.gov> in accordance with FAR 52.212-3 “Offerors Representations and Certifications – Commercial Items.” If paragraph (j) of the provision is applicable, a written submission is required.

The following **solicitation clauses** apply to this acquisition:

FAR 52.203-5 Covenant Against Contingent Fees  
FAR 52.203-17 Contractor Employee Whistleblower Rights and Requirements to Inform Employees of Whistleblower Rights  
FAR 52.203-19 Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements  
FAR 52.204-9 Personal Identity Verification of Contractor Personnel  
FAR 52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards  
FAR 52.204-12 Unique Entity Identifier  
FAR 52.204-13 System for Award Management Maintenance  
FAR 52.204-14 Service Contract Reporting Requirements  
FAR 52.204-18 Commercial and Government Entity Code Reporting  
FAR 52.204-19 Incorporation by Reference of Representations and Certifications  
FAR 52.209-6 Protecting the Government’s Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment  
FAR 52.209-10 Prohibition on Contracting with Inverted Domestic Corporations  
FAR 52.212-4 Contract Terms and Conditions – Commercial Items  
FAR 52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders – Commercial Items  
FAR 52.213-4 Terms and Conditions – Simplified Acquisition (Other than Commercial Items)  
FAR 52.215-18 Order of Precedence – Uniform Contract Format  
FAR 52.219-14 Limitations on Subcontracting  
FAR 52.219-16 Liquidated Damages – Subcontracting Plan  
FAR 52.219-28 Post-Award Small Business Program Rerepresentation  
FAR 52.222-3 Convict Labor  
FAR 52.222-17 Nondisplacement of Qualified Workers  
FAR 52.222-21 Prohibition of Segregated Facilities  
FAR 52.222-26 Equal Opportunity  
FAR 52.222-36 Equal Opportunity for Workers with Disabilities

FAR 52.222-50 Combating Trafficking in Persons  
FAR 52.223-5 Pollution Prevention and Right-to-Know Information  
FAR 52.223-18 Encouraging Contractor Policies to Ban Text Messaging While Driving  
FAR 52.225-13 Restrictions on Certain Foreign Purchases  
FAR 52.227-1 Authorization and Consent  
FAR 52.232-1 Payments  
FAR 52.232-8 Discounts for Prompt Payment  
FAR 52.232-11 Extras  
FAR 52.232-23 Assignment of Claims  
FAR 52.232-39 Unenforceability of Unauthorized Obligations  
FAR 52.232-40 Providing Accelerated Payments to Small Business Subcontractors  
FAR 52.233-1 Disputes  
FAR 52.233-3 Protest after Award  
FAR 52.233-4 Applicable Law for Breach of Contract Claim  
FAR 52.243-1 Changes – Fixed Price Alt I  
FAR 52.244-6 Subcontracts for Commercial Items  
FAR 52.251-1 Government Supply Sources  
FAR 52.253-1 Computer Generated Forms  
FAR 52.252-6 Authorized Deviations in Clauses  
FAR 52.203-99 (Deviation) Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements

VAAR 852.203-70 Commercial Advertising  
VAAR 852.219-11 VA Notice of Total Veteran-Owned Small Business Set-Aside  
VAAR 852.232-72 Electronic Submission of Payments Requests  
VAAR 852.273-76 Electronic Invoice

#### IL-001AL-11-15-A Subcontracting Plan - Monitoring and Compliance:

This solicitation includes FAR 52.219-9, Small Business Subcontracting Plan, and VAAR 852.219-9, VA Small Business Subcontracting Plan Minimum Requirement. Accordingly, any contract resulting from this solicitation will include these clauses. The contractor is advised in performing contract administration functions, the CO may use the services of a support contractor(s) to assist in assessing the contractor's compliance with the plan, including reviewing the contractor's accomplishments in achieving the subcontracting goals in the plan. To that end, the support contractor(s) may require access to the contractor's business records or other proprietary data 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 compliance with the subcontracting plan.