

PART I - INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

PART I/SECTION A – REQUEST FOR PROPOSAL

This is a Request for Proposal in accordance with FAR Part 13. Potential offerors must follow all instructions in order to be compliant with the solicitation.

It is the responsibility of the offeror to verify that their offer is complete. The offeror is responsible for submitting all required forms and documents with the offer.

The Government will award a single contract resulting from this solicitation to a responsible SDVOSB offeror whose offer conforming to the solicitation will be most advantageous to the Government based on Past Performance and Price.

I.1A JOINT VENTURES

If submitting an offer as a joint venture as defined by P.L. 109-461 AND Department of Veterans Affairs I.L. 049-06-4, <http://www.vetbiz.gov/library/jtventure.pdf>, an offeror must provide a copy of the joint venture agreement specific to the project that is consistent with the percentage of required work and net proceed. Additionally, the offeror must provide a breakdown of labor of which is to be performed by the SDVOSB firm and that which is performed by the small business joint venture firm and that which is sub-contracted. All Joint Ventures will be required to be registered and verified as an entity in VETBIZ.

I.3A PRE-PROPOSAL SITE VISIT

A site visit will be held on 24 July 2017 at 9:00 A.M. CDT. The Site Visit will be held at the WACO VA Medical Center- Member Services, 4800 Memorial Drive, Waco, TX 79711 at Building 90. All offerors, consultants, subcontractors, manufacturers and suppliers are encouraged to attend this meeting to familiarize themselves with the project, project site, and to provide any questions in regards to this solicitation and project, in writing, prior to the scheduled conference date. **ALL QUESTIONS GENERATED FROM THIS SITE VISIT MUST BE SUBMITTED IN WRITING TO robyn.young2@va.gov.** See FAR Clause 52.236-3, Site Investigation and Conditions Affecting the Work, and FAR Provision 52.236-27, Site Visit (Construction) of this solicitation.

I.4A SELECTION CRITERIA/PROPOSAL PREPARATION INSTRUCTIONS

Proposals will be evaluated in accordance with FAR 13.106 Simplified Acquisition Procedures

Award will be made based on the following factors:

Factor 1 – Past Performance

Factor 2 – Price

The Government reserves the right to award without discussions. Therefore offerors are encouraged to provide their best proposals with the past performance information requested for

evaluation. The Government, based on the proposal material presented, will award to the proposal that best demonstrates to be most advantageous for the Government.

Factor 1 - Past Performance: Offerors shall provide past performance information on two (2) federal, state, local government or private contract of similar type, scope, size and complexity. For purposes of this evaluation, a relevant project is further defined as experience providing services to repaint interior spaces of an active office building. Project shall have a minimum amount of \$35,000.00 or more and completed within the past three years from the date of issuance of this RFP. The offeror shall submit past performance information using the Past Performance Questionnaire (PPQ) listed as an attachment to this solicitation. Include information that evidences customer satisfaction with offerors service and demonstrates offerors compliance with and fulfillment of the requirements of previous contracts. Completed PPQs should be submitted directly from your client via email to Robyn Young at robyn.young2@va.gov. If the offeror is unable to contact a client for a project(s) before proposal closing date, the offeror should complete and submit with the proposal the first page of the PPQ, which will provide contract and client information for the respective project(s). Offerors should follow-up with clients/references to ensure timely submittal of questionnaires.

Basis of Evaluation: In order to be considered acceptable for this factor the offeror must have received satisfactory or better evaluations on a minimum of one (1) recent and relevant project.

In the case of an offeror without a record of relevant past performance or for whom information on past performance is not available, the offeror may not be evaluated favorably or unfavorably on past performance. If that offeror is otherwise acceptable for non-price factors and has the lowest price the matter will be referred to the Small Business Administration for a Certificate of Competency, in accordance with the procedures contained in FAR Subpart 19.6, and 15 U.S.C. 637(b)(7).

Factor 2 - Price: Offerors shall provide pricing as requested in the Schedule of Service identified within the SF1442

Basis of Evaluation: The Government will evaluate price based on the total price. Total price consists of the basic requirements. Analysis will be performed by one or more of the following techniques to ensure a fair and reasonable price:

- Comparison of proposed prices received in response to the RFP
- Comparison of proposed prices with the IGCE.
- Comparison of proposed prices with available historical information.

The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered.

PART I/SECTION B - INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

I.1B COST RANGE: \$25,000 to \$100,000.

I.2B GENDER: Wherever the masculine gender is used in this solicitation and contract documents, it shall be considered to include both masculine and feminine.

I.3B METRIC PRODUCTS:

Products manufactured to metric dimensions will be considered on an equal basis with those manufactured using inch-pound units, providing they fall within the tolerance specified using conversion tables contained in the latest revision of Federal Standard No. 376, and all other requirements of this document are met.

If a product is manufactured to metric dimensions and those dimensions exceed the tolerance specified in the inch-pound units, a request should be made to the Contracting Officer to determine if the product is acceptable. The Contracting Officer, in concert with the Contracting Officer's Representative (COR), will accept or reject the product.

I.4B REQUESTS FOR INFORMATION:

All requests for information must be submitted in writing to the Contracting Officer for action no later than eight days prior to the date shown in Block 10 of the Standard Form 1442, Solicitation, Offer and Award.

I.5B PROPOSAL REQUIREMENTS

General – Both technical and price proposal shall be submitted in response to this solicitation. Proposals shall be submitted via email to robyn.young2@va.gov. Emails are limited to five (5) MB. The proposal, in its entirety, shall not exceed two emails (one email for price proposal, and one email for technical proposal) of 5MB each. Technical proposals (not including past performance questionnaires) are limited to 30 pages. Price shall be in a separate electronic document from the technical and past performance portions of the proposal. The offeror's technical response shall clearly address each evaluation factor listed in this solicitation. Failures to submit in the format required and clearly address those factors may result in rejection of the offer. Further details on electronic submission are outlined below. Offerors shall include all required Representations and Certifications and complete their registration in System for Award Management (SAM). See FAR 52.204-7 and 52.204-8, of this solicitation.

Proposals shall be received by 2:00 PM Central Daylight Time on August 7, 2017. There will be no public opening of the proposals. Submit proposals to: robyn.young2@va.gov.

Important Notice: Apparent successful offerors must apply for and receive verification from the Department of Veterans Affairs Center for Verification and Evaluation (CVE) in accordance with 38 CFR Part 74 and VAAR 819.70 by submission of documentation of Veteran status, ownership and control sufficient to establish appropriate status, offerors must be both VISIBLE and VERIFIED by the Department of Veterans Affairs Center for Verification and Evaluation at the time of contract award. Failure to be both VERIFIED by CVE and VISIBLE on VetBiz at the time of contract award will result in the offeror's proposal being deemed non-responsive. All offerors are urged to contact the CVE and submit the aforementioned required documents to obtain CVE verification of their SDVOSB status if they have not already done so.

Quotes shall be received by 3:00 PM Central Daylight Time on August 7, 2017. There will be no public opening of the proposals. Submit proposals via email to: robyn.young2@va.gov. No other methods will be accepted.

Alternative payment protection is required for awards \$30,000.00 and above.

Mailing Address:

**Cheyenne VA Medical Center
442-90C ATTN: Robyn Young
2360 E Pershing Blvd.
Cheyenne WY 82001**

I.6B REQUIREMENTS FOR ELECTRONIC SUBMISSION OF OFFER

Unless paper offers are specifically authorized in an individual solicitation, all responses to solicitations must be submitted electronically as described below. Responses submitted in a paper form are unacceptable. Failure to comply with this requirement may jeopardize the possibility of receiving an award for the contract due to noncompliance with the terms of the solicitation. You must submit your electronic offer, and any supplemental information (such as spreadsheets, backup data, technical information), using any of the electronic formats and media described below.

In addition, contractors are notified of the award via an electronic Notice of Award e-mail. The award document will be attached to the Notice of Award e-mail.

Acceptable Electronic Formats (Software) for Submission of Offers

1. Files readable using the current Microsoft® Office version Products: Word, Excel, PowerPoint, or Access. Print or scan images of spreadsheets are not acceptable. Please see security note below for [caution regarding use of macros](#). When submitting construction drawings contractors are required to submit one set in AutoCAD and one set in Adobe PDF. (purpose: contracting can open the PDF version and engineering can open AutoCAD files)
2. Files in Adobe® PDF (Portable Document Format) Files: When scanning documents scanner resolution should be set to 200 dots per inch, or greater.
3. Other electronic format. If you wish to submit an offer using another format other than described in these instructions, e-mail the Contracting Officer who issued the solicitation. Please submit your request at least ten (10) calendar days before the scheduled closing date of the solicitation. Request a decision as to the format acceptability and make sure you receive approval of the alternate format before using it to send your offer.

4. Please note that we can no longer accept .zip files due to increasing security concerns.

E-mail Submission Procedures: For simplicity in this guidance, all submissions in response to a solicitation will be referred to as offers.

Subject Line: Include the solicitation number, name of company, and closing date of solicitation. Use only one of the terms Quotation, Offer, or Bid depending on the solicitation type.

- a. **Size:** Maximum size of the e-mail message shall not exceed five (5) megabytes. Only one email is permitted unless otherwise stated in this solicitation or in writing by the Contract Officer submitting the solicitation.
- b. Unless approved by the contracting officer: DO NOT submit a link to your PDF documents. Please submit your request in an email for other electronic format at least ten (10) calendar days before the scheduled closing date of the solicitation. Request a decision as to the format acceptability and ensure you receive approval of the alternate format before using it to send your offer.

Each electronic offer must also include a signed and scanned SF-1442, Solicitation, Offer, and Award (Construction, Alteration, or Repair)

The Microsoft Outlook © Email time/date stamp will be used to date and time stamp offers for the official record of receipt for the submission. The date and time stamp in recipients “inbox” is the official record of receipt.

Security Issues, Late Bids, Unreadable Offers

1. Late submission of offers are outlined at FAR 52.215-1(c)(3). Particular attention is warranted to the portion of the provision that relates to the timing of submission.
2. Please see FAR 15.207(c) for a description of the steps the Government shall take with regard to unreadable offers.
3. To avoid rejection of an offer, vendors must make every effort to ensure their electronic submission is **virus-free**. Submissions or portions thereof submitted and which the automatic system detects the presence of a virus or which are otherwise unreadable will be treated as “unreadable” pursuant to FAR 15.207(c).
4. The virus scanning software used by our e-mail systems cannot always **distinguish a macro from a virus**. Therefore, sending a macro embedded in an e-mail message or an e-mail attachment may cause the e-mail offer to be quarantined. You may send both the

spreadsheet and the spreadsheet saved in PDF format to ensure that your proposal is readable.

5. Password protecting your offer is not permitted. The Contracting Officer will file the offer electronically which will allow access only by designated individuals.

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