

## RFQ FOR COMMERCIAL ITEMS

### GENERAL INFORMATION

Document Type: Combined Synopsis Solicitation

Solicitation Number: 36C78618Q0147

Post Date: 02/12/2018

Original Response Date: 03/12/2018 at 4:00 pm

Applicable NAICS: 561730

Classification Code: S208

Set Aside Type: 100% Service Disabled Veteran Owned Small Business (SDVOSB)

Period of Performance: 365 days from notice to proceed date

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

Place of Performance: Houston National  
10410 Veterans Memorial Drive  
Houston, TX 77038

Attachments: A – Wage Determination for Harris County, TX  
B – Performance Work Statement  
C - Cemetery Worksite  
D – Past Performance Questionnaire  
E - List of References

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 solicitation issued as a request for quotation (RFQ) for commercial items prepared in accordance with the format in FAR Subpart 12.6, Acquisition of Commercial Items and FAR Part 13, Simplified Acquisition Procedures, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; quotes are being requested and a written solicitation will not be issued. Responses to this RFQ are due to the Contracting Officer no later than 4:00 pm on 03/12/2018. Responses to this announcement will result in a Firm-Fixed Contract with FOB Destination 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>. All questions regarding this solicitation are to be submitted to the contracting officer, via email, no later than (5) days before the closing date of the solicitation. Questions will not be addressed using the telephone.

001AL-11-15-A Limitations on Subcontracting – Monitoring and Compliance (June 2011)  
This solicitation includes VA Acquisition Regulation (VAAR) 852.219-10 VA Notice of Total Service-Disabled Veteran-Owned Small Business Evaluation Factors; VAAR 852.219-11 VA Notice of Total Veteran-Owned Small Business Set-Aside. Accordingly, any contract resulting from this solicitation will include these clauses.

SDVOSB 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 852.219-10 VA Notice of Total Service-Disabled 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.

**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. If you plan to conduct a site visit / inspection of the Houston National Cemetery, YOU MUST CONTACT one of the following personnel to make arrangements:

Primary Point of Contact:

Andrew Van Marter, Contracting Officer's Representative: 281-447-8686 x200

Alternate Points of Contact:

Mat Williams, Cemetery Director: 281-447-8686

Celethia Reed, Assistant Cemetery Director: 281-447-8686

Group Site Visit will be held at Houston National Cemetery, 10410 Veterans Memorial Drive, Houston, Texas 77038.

- a. Group Site Visit will be held in the Administrative Building Employee Break Room on February 21, 2018 at 10:00 am Central Standard Time (CST).
- b. Due to the room size limitations, Offerors are encouraged to notify the Contracting Officer of their plan to attend. Notification should include: Company Name, Address, Names of Attendees, DUNS number, and Phone No. Attendance Notification should be received by the Contracting Officer via e-mail [Kenneth.dougherty@va.gov](mailto:Kenneth.dougherty@va.gov) no later than February 20, 2018 at 2:00 pm Eastern Standard Time (EST).

The U.S. Department of Veterans Affairs, National Cemetery Administration, and Houston National Cemetery anticipates a Firm Fixed Price contract for flat marker raise & realignment,

turf renovation, and marker cleaning services for the period of 365 days from notice to proceed date.

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 the provision of raise & realignment, turf renovation, and marker cleaning services.

Period of Performance: 365 days from notice to proceed date.

Scope: The contractor shall be responsible for providing services described in this RFQ for (1) location, Houston National Cemetery, 10410 Veterans Memorial Drive, Houston, TX 77038.

PRICE SCHEDULE: Contractor shall provide all labor, supervision, material, equipment, tools and supplies to complete raise & realignment, turf renovation, and marker cleaning services for Houston National Cemetery in accordance with National Cemetery Administration standards. Contract. Units and services to be in accordance with Performance Work Statement, Technical Specifications, Performance Incentives/Disincentives, terms and conditions contained in this solicitation.

The schedule price shall be all-inclusive, including all labor, equipment, materials, and supplies to complete the Contract Line Items (CLINs). Offerors shall enter unit price and total amounts for each CLIN as indicated in the schedule. In the event there is a difference between a unit price and the intended total amount, the unit price will be held to be the intended offered price and the total of the CLINs will be recomputed accordingly.

The Contractor shall furnish to the Government the supplies or services specified in the Price Schedule.

<b><u>Period of Performance: 365 Days from Notice to Proceed Date</u></b>					
<b><u>CLIN No.</u></b>	<b><u>Description:</u></b> <b><u>Grounds Maintenance Services</u></b>	<b><u>Quantity</u></b>	<b><u>Unit</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
0001	Realign, raise/lower, level, backfill flat markers onto grass paving system in Sections J, K, K1 and K2 includes installation of continuous grass paving system spanning 111 unoccupied sites (i.e. with no flat markers). Includes surveying and installation.	10,065	EA	\$ _____	\$ _____
0002	Level topsoil surface, renovate and re-establish turf grass stand in Sections J, K, K1, and K2.	447,149	SF	\$ _____	\$ _____

0003	Clean flat markers	10,065	EA	\$ _____	\$ _____
				<b>Total Price:</b>	\$ _____

Services to be Provided:

See Attachment B – Performance Work Statement

**POST AWARD CONFERENCE:** Prior to commencement of work, contract awardee is required to make an appointment for a conference with the COR and/or Contracting Officer to assure that all parties understand all contractual obligations and the role that each party serves.

**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

-Pricing shall be submitted as requested in the Schedule of Supplies/Services.

-Technical Package for Evaluation

-Past Performance Questionnaire (Attachment D)

-List of References (Attachment E)

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.

End of Addenda

## Evaluation Process:

### Quotes will be evaluated in accordance with FAR 13.106-2(b) Evaluation of Quotations or Offers

The following shall be included as part of the offeror's submission:

- Experience of company and subcontractors anticipated to perform work under this contract
- Performance Plan
- Managerial Qualifications of key personnel
- Technical Qualifications of key personnel
- List of Equipment to be used
- List of Personnel performing work
- Completed Price Schedule

-Past Performance. The offeror is responsible for providing three (3) completed Past Performance Questionnaires (Attachment D) from references of their choosing. Send a copy of the attached Past Performance Questionnaire for their completion and have the reference submit the completed questionnaire directly to the Contracting Officer for review. The completed questionnaires shall be sent to: [Kenneth.dougherty@va.gov](mailto:Kenneth.dougherty@va.gov) no later than the date and time listed on the form. The references chosen by the offer should be selected based on past projects of the same or similar work. The source selection authority shall determine the relevance of similar past performance information.

In addition to the past performance questionnaires, the offeror is responsible for providing a completed copy of the List of References (Attachment E) to the Contracting Officer for review. The completed list of references shall be sent to: [Kenneth.dougherty@va.gov](mailto:Kenneth.dougherty@va.gov) no later than the solicitation closing date and time.

**Basis for Award:** The Government intends to award a firm fixed price contract resulting from this solicitation whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. Offers will be evaluated on the factors set forth below.

- A. Price.** Quotations shall be evaluated, for award purposes, based upon the total price proposed. The sum of all the CLINs will represent the total evaluated price. Proposed price must be determined to be fair and reasonable in order to be eligible for award.
- B. Technical Acceptability.** Technical Acceptability 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 this solicitation. The proposal should not simply restate the Government's requirements, but it should describe, in detail, how the Offeror intends to meet the requirements. An evaluation rating of Technically Acceptable / Non-Acceptable will be assigned upon completion of the technical package evaluation.

If an offeror receives a technical rating of “Non-Acceptable” they will not be considered for award. Offerors shall provide information for the following sub-factors:

- i. Experience of company and/or subcontractors in performing this type of work: have you done/performed the requirements of the Scope of Work? Please explain in detail, (e.g. Description, Size, Scope and Dollar Value of similar projects.)
- ii. Performance Plan: The contractor shall provide in writing a detailed work plan which presents the contractor’s plan for completing the work. The contractor’s plan shall be responsive with the scope of work and describe, in detail, the approach to be used for each task required. For each task, the contractor shall identify all necessary subtasks (if any), associated costs by task, and milestone dates. In addition to the work plan, contractor shall provide evidence of managerial qualifications of key personnel (resumes, training, related project experience, certifications); qualifications of key technical personnel (resumes of key technical personnel, training, experience, certifications); evidence of sufficient personnel & equipment (list). 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.

- C. Past Performance:** Past performance will be evaluated for quality, timeliness (i.e. recent), problem resolution, business relations, customer service and relevance (i.e. experience in providing services similar in size, scope, and complexity as described in the SOW). If no past performance information is readily available, the Offeror’s past performance will be evaluated as Neutral.

### **Solicitation Provisions and Contract Clauses**

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

The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2005-96

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

FAR 52.209-7 Information Regarding Responsibility Matters (Jul 2013)  
FAR 52.212-1 Instructions to Offerors – Commercial Items (Feb 1998)  
FAR 52.223-1 Biobased Product Certification (May 2012)  
FAR 52.233-2 Service of Protest (Sep 2006) (75 Barrett Heights Rd. Suite 309, Stafford, VA 22556)  
VAAR 852.233-70 Protest Content/Alternative Dispute Resolution (Jan 2008)  
VAAR 852.233-71 Alternate Protest Procedure (Jan 1998)  
VAAR 852.270-1 Representatives of Contracting Officers (Jan 2008)

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.

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

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

The clause at 52.212-4, Contract Terms and Conditions – Commercial Items (Jan 2017) applies to this acquisition.

Addendum to FAR clause 52.212-4, Contract Terms and Conditions – Commercial Items (Jan 2017):

FAR 52.203-17 Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights (Apr 2014)  
FAR 52.204-4 Printed or Copied Double-Sided on Postconsumer Fiber Content Paper (May 2011)  
FAR 52.204-9 Personal Identify Verification of Contractor Personnel (Jan 2011)  
FAR 52.223-2 Affirmative Procurement of Biobased Products Under Service and Construction Contracts (Sep 2013)  
FAR 52.228-5 Insurance – Work on a Government Installation (Jan 1997)  
CL-120 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)

FAR 52.232-40 Providing Accelerated Payments to Small Business Subcontractors (Dec 2013)

VAAR 852.203-70 Commercial Advertising (Jan 2008)

VAAR 852.203-71 Display of Department of Veterans Affairs Hotline Poster (Dec 1992)

VAAR 852.219-10 VA Notice of Total Service-Disabled Veteran-Owned Small Business (Jul 2016) (DEVIATION)

VAAR 852.232-72 Electronic Submission of Payments Requests (Nov 2012)

VAAR 852.237-70 Contractor Responsibilities (Apr 1984)

The clause at 52.212-5 “Contract Terms and Conditions Required to Implement Statutes or Executive Orders” (Nov 2017) applies to this acquisition. The following subparagraphs of FAR 52.212-5 are applicable: (a)(1), (a)(2), (a)(3), (a)(4), (b)(1), (b)(4), (b)(6), (b)(8), (b)(9), (b)(16), (b)(22), (b)(25), (b)(26), (b)(27), (b)(28), (b)(29), (b)(30), (b)(31), (b)(32), (b)(33), (b)(35), (b)(42), (b)(49), (b)(55), (c)(2), (c)(3), (c)(5), (c)(8), and (c)(9).

Addendum to 52.212-5 “Contract Terms and Conditions Required to Implement Statutes or Executive Orders” (Nov 2017)”

(c)(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 Benefits
Laborer, Grounds Maintenance WG3-1	\$15.02 + \$4.13
Laborer, Grounds Maintenance WG3-3	\$16.26 + \$4.13
Laborer, Grounds Maintenance WG3-5	\$17.49 + \$4.13

End of Addenda

End of Document