

## Combined Synopsis/Solicitation for Commercial Items - **Small Business Set Aside**

### General Information

Document Type: Combined Solicitation/Synopsis  
Solicitation Number: 36C25918Q0554  
Posted Date: 06/28/2018  
**Response Date: 07/05/2018**  
Product or Service Code: S299  
**Set Aside: Small Business**  
NAICS Code: 561790

### Contracting Office Address

DEPARTMENT OF VETERAN AFFAIRS  
NCO 19  
1011 HONOR HEIGHTS DRIVE  
MUSKOGEE OK, 74401-1318  
Contracting Officer -Tony D. Mathews  
Email: [tony.mathews2@va.gov](mailto:tony.mathews2@va.gov)

*Any questions or concerns regarding this solicitation should be forwarded in writing via e-mail to the email above.*

### Description

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Federal Acquisition Regulation (FAR) subpart 12.6, "Streamlined Procedures for Evaluation and Solicitation for Commercial Items," and FAR 13 Simplified Acquisition Procedures (SAP) as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; **QUOTATIONS** are being requested, and a written solicitation document will not be issued.

This solicitation is a **Request for Quotations (RFQ)**. The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular FAC 2005-98 (effective 05/01/2018)

The associated North American Industrial Classification System (NAICS) code for this procurement is **561790** with a small business size standard of **\$7.5 Million**.

Requesting Program Office:

The Engineering Department of the Jack C. Montgomery VA Medical Center, located at  
1011 Honor Heights,  
Muskogee Oklahoma 74401-1318

## Combined Synopsis/Solicitation for Commercial Items - *Small Business Set Aside*

This open-market combined synopsis/solicitation for **HVAC Duct and Exhaust Cleaning** as defined herein

All Small Business companies are encouraged to provide a *Quotation* for the **HVAC Duct and Exhaust Cleaning Service**:

### STATEMENT OF WORK

Inspect and clean the specified HVAC System and Exhaust Hood and the associated components for each system.

#### 1. HVAC System

The following applies to the *Surgical Area Suites, Surgical Exhaust Fan and AHU (Attachment-Drawings reference drawings C3-C7)*

Before any equipment is brought into the Surgical Area Suites, the Contractor will discuss with the COR to determine what equipment will best be suitable for the cleaning operation. Additionally, the contractor shall ensure the following:

- 1) Equipment is inspected and clean prior to bring into the surgical area to avoid contaminants into the indoor environment or HVAC system.
- 2) All equipment shall be serviced as needed to limit possible cross-contamination from poor hygiene, and/ or unsafe operating conditions for service personnel and building occupants.
- 3) Any activity requiring the opening of contaminated vacuum collection equipment on-site, such as servicing or filter maintenance shall be performed in an appropriate containment area or outside of the building.
- 4) All collection devices, vacuums and other tools and devices shall be cleaned or sealed before relocating to different areas of the building and before removing the equipment from building.
- 5) Fuel-powered equipment shall be positioned in a location to prevent combustion emissions and air exhaust emissions from entering the building envelope. The HVAC system cleaning contractor shall monitor and manage location of equipment to prevent introduction of combustion emissions into the occupied space.
- 6) When using vacuum collection equipment exhausting within the building envelope, the HVAC system cleaning contractor shall utilize equipment fitted with HEPA filtration and the equipment shall have a collection efficiency of 99.97% at 0.3-micron particle size.

#### **Pre-Project Report**

*Prior* to any cleaning, the contractor shall perform a survey or inspection of entire HVAC system and provide the following report:

- a. Photo images of current conditions.
- b. System areas found to be damaged and/or in need of repair.
- c. Any applicable readings or measurements of quality of pre-existing condition.

The contractor shall submit this report to COR for review.

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The entire HVAC system from the point where the air enters the system to the points where the air is discharged from the system are to be cleaned in accordance with latest *NADCA Standard ACR*. The following are the HVAC components for system that services the Surgical Area:

### 1.1 *Air Handling Unit (AHU)*

- a) Thoroughly clean supply, return, and exhaust fans and blowers. Areas to be cleaned include blowers, fan housings, plenums, scrolls, blades, or vanes, shafts, baffles, dampers and drive assemblies. All visible surface contamination deposits shall be removed in accordance with *NADCA Standard ACR*.
- b) Clean all air handling unit (AHU) internal surfaces, components and condensate collectors and drains. Air-handling coils, fans, condensate pans, drains and similar non-porous surfaces are recommended to be wet cleaned in conjunction with mechanical methods as described in *NADCA Standard ACR*.
- c) Ensure efforts to control water extraction are sufficient to collect debris and prevent water damage to the HVAC components and surrounding equipment.
- d) Ensure capture, containment, testing and disposal of waste water generated while performing wet cleaning is in accordance with applicable local, regional, state and federal regulations.

### 1.2 *Coils*

The Contractor shall perform a visual inspection of coil and drain pan to determine what cleaning methods which will render the coil visibly clean; dry cleaning [Type A], wet cleaning [Type B] or both methods. Whatever method employed, they shall be in accordance with *NADCA Standard ACR*.

**Depending on type of cleaning employed and effectiveness of the method chosen, the Contractor shall note the following:**

- a) The Contractor shall perform Type B cleaning if debris or dirt is still remaining on the coil or the coil is impacted after Type A cleaning has been completed and post-cleaning inspection has been performed.
- b) The use Type B cleaning methods when *visual inspection* reveals suspect microbial matter on any portion of the coil or drain pan.
- c) Operate negative air machines continuously during Type A cleaning process.
- d) Use engineering controls required for coil cleaning in accordance with *NADCA Standard ACR*.
- e) Isolate the coil from the duct system during the cleaning process to ensure disrupted particulate does not migrate to, or redeposit on, unintended area.
- f) Access both upstream and downstream sides of each coil section for cleaning.
- g) Ensure coil cleaning products are used in accordance with the manufacturer's product labeling.
- h) Clean and flush the condensate drain pan and drain line and inspect to verify proper drainage operation before and after cleaning.
- i) Use cleaning methods and products that shall not cause damage to, or erosion of, the coil surface or fins.
- j) Obtain a static pressure drop measurement before and after the coil cleaning process to verify cleanliness.

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### 1.3 **Air Duct Systems**

- a) The contractor shall clean air ducts to remove all non-adhered substances so that they are capable of passing NADCA cleanliness verification tests.
- b) Access air ducts through service openings in the system that are large enough to accommodate mechanical cleaning procedures and allow for cleanliness verification.
- c) Use mechanical agitation methods to remove particulate, debris, and surface contamination.
- d) Capture dislodged substances with a vacuum collection device.
- e) The contractor shall use any cleaning methods that will damage any HVAC components.
- f) Mark the position of dampers and any air-directional mechanical devices inside the HVAC system prior to cleaning and, upon completion, restore them to their marked position.

The Contractor shall **verify cleanliness** after cleaning for each HVAC System component as stated above, performed as described in NADCA Standard ACR. The contractor shall discuss with Contracting Officer Representative (COR) which method would be most advantageous for the given component and apply that verification to ensure cleanliness. The contractor will document that which method was utilized and any resulting measures reading if applicable.

### 1.4 **Exhaust System Cleaning**

The following applies to the *Canteen/Cafeteria and Nutrition & Food Service (Attachment- Drawings reference drawings A&B)*

#### **Pre-Project Report**

Prior any cleaning the contractor shall perform a survey or inspection of entire Exhaust System and provide the following report:

- a. Photo images current conditions.
- b. System areas found to be damaged and/or in need of repair.
- c. Any applicable readings or measurements of quality of pre-existing condition.
- d. Written plan of action cleaning the Exhaust System and associated components.
- e. Outline of milestone dates for cleaning within the operation constraints of the facility.

The contractor shall submit this report to COR for review and discussion.

The entire exhaust system-to include all associated components shall be cleaned in accordance with latest NFPA 96 and ANSI/IFCA I10: *Standard for the Methodology for Inspection of Commercial Kitchen Exhaust Systems*.

**\*\*fire retardant is prohibited on the hoods louvers in Nutrition & Food Service exhaust hood system\*\***

The Contractor shall **verify cleanliness** after cleaning for each HVAC exhaust hood system and associated component in accordance with latest **NFPA 96 and ANSI/IFCA I10: Standard for the Methodology for Inspection of Commercial Kitchen Exhaust Systems**. The contractor shall discuss with COR which method would be most advantageous for the given component and apply that verification to ensure cleanliness. The contractor will document that which method was utilized and any resulting measures reading if applicable

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### 2. Disposal of Debris & Contaminated Materials

All debris removed from the HVAC System is the responsibility of the contractor, which shall be disposed of in accordance with applicable federal, state, provincial and local requirements. To prevent cross-contamination, all contaminated materials removed from the HVAC system shall be properly contained prior to removal from the building. Materials deemed to be hazardous by governmental agencies shall be handled in strict accordance with any applicable local, regional or national codes.

### 3. Cleaning Matrix

AREA	DUCT AND EXHAUST SYSTEM COMPONENTS	INTERVALS
Canteen/Cafeteria Area	Plenum chambers	Every QTR
	Blower Units	
	Exhaust Fans	
Canteen/Cafeteria Area	Stainless Steel Filters	Bi-Weekly (every two (2) weeks)
	<i>*NOTE: Rotation Cleaning is the preferred method for maintaining the filters</i>	
Surgical Suites	AHU	Every QTR
	Coils	
	Duct System	
Nutrition & Food Service (2) Oven Hoods	Louvers	Monthly

#### Place of Performance

Jack C. Montgomery VA Medical Center  
Honor Heights Drive  
Muskogee, Ok 74401

#### Period of Performance

A Base Period with (4) 1 year Option periods. (starting Month: August/2018)

#### Allotted Time for HVAC and Exhaust System Cleaning

All work will be coordinated between the contractor and the Government COR (Contracting Officer Representative).

- a) **After 4:00 PM Monday- Friday;** unless other arrangements are made with the Government COR.

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- b) The contractor will schedule with the COR approximately three (3) weeks prior to starting work in order that clearance may be arranged in the building where the work is to be performed and to schedule the actual hours during which the contractor may perform his duties.

### **Federal Holidays Observe by the Medical Center**

**Federal Holidays:** New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day  
Any other day specifically declared by the President of the USA to be a national holiday

### **Reports**

#### **1. Post-Project Report-HVAC System**

Upon completion, the contractor shall provide documentation showing compliance with this specification for all work performed. This documentation may include the following:

- a. Success of the cleaning project, as verified through visual inspection and/or cleanliness verification.
- b. Photo images of the clean components and other supporting documents to support cleaning.
- c. System areas found to be damaged and/or in need of repair.
- d. A copy of the lab results, if NADCA Vacuum Test is used for cleanliness verification.
- e. If applicable, a chain of custody documentation, for outside laboratories or testing agencies are used.

#### **2. Post-Project Report-Exhaust System**

Upon completion, the contractor shall provide report per NFPA 2017 (Standard for ventilation control and fire protection of commercial cooking operations)

Both Report shall be provided to the COR prior to issuance of invoice for payment.

#### **3. Contractor Responsibility:**

Additional to the other requirements outline in this SOW, the:

- a. Contractor shall be responsible for provide all the equipment, appropriate cleaning agents\*, materials and personnel in performance of HVAC and Exhaust Cleaning.  
*\*Note: The contractor shall, at the maximum extent possible, use approved EPA bio based cleaning agents, if the need arises to use any cleaning agents.*
- b. Contractor will provide a general background investigation report to COR of all employees [Including owner or operator] assigned to this federal contract.
- c. Contractor or any employee of the contractor assigned this service contract, possess basic proficiency in speaking and writing English.
- d. Contractor or any employee wear uniformed clothing that clearly identified their company.
- e. Contractor or any employee, if applicable wear badges issued by the medical center while on the premises and return them after completing each cleaning.

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- f. Contractor shall use drop clothes, shields, and other protective devices to prevent damage to mechanical equipment and /or areas adjacent to units being cleaned and decontaminated.
- g. Contractor shall move all furniture and fixtures that may interfere with performance of the work specified and shall reposition same upon completion of the work in each area and clean the area in which the work has been performed.
- h. Contractor shall, if applicable for given cleaning, provide bracings on rafters, and adjacent structural members.
- i. Contractor shall clean up any surrounding areas as result cleaning the HVAC and Exhaust System.

### **4. Safety Requirements:**

- a) The Contractor will perform his work in strict accordance with OSHA standards for confine spaces and any other Work Place codes for safe work environment.
- b) The Contractor will minimize the possibility of damage to installed government machinery and equipment and a loss of production time by properly following all safety requirements for each given equipment or component.
- c) The contractor shall not transport to or use on the government premises any detergent, solvent, decarbonizes, or other cleaning agent that possesses flammable, combustible, or explosive characteristics.
- d) The COR will notify the contractor verbally of any noncompliance of the foregoing statements or any other unsafe practice or behavior. If no correction is made after a verbal notice, the COR will notify the Contracting Officer (CO) and the CO will follow the formal proceeding for correcting this matter

### **5. Government Responsibility:**

The Government will make available the following:

- a. All electricity necessary to operate contractor's power driven equipment
- b. Areas in which the contractor will be permitted to park his truck(s), utility vehicle(s), etc.
- c. Toilet, washroom, and dressing room facilities for technicians employed for the contractor on the job
- d. If applicable, an attendant, to provide access to any areas not accessible.
  - i. NOTE: At no time, will the Government issue any keys or access codes to the contractor.
- e. Also, the Government will provide [excluding any emergency situations] 48-hour notice, if any schedule cleaning dates need to be change.
- f. If applicable issuance of temporary badges while contractor is on the premises.

### **INVOICING**

- a. The Base Period and subsequence option periods have four (4) Line items, and the invoices need to reflect what services was performed for the given month. One (1) items are not permitted. If

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other services were rendered per the contract and the invoice reflects only (1) line item, the invoice will be rejected for correction.

### **MODIFICATIONS-IMPORTANT NOTICE**

**ALL orders or modification outside the scope of contract performance requires express written or verbal approval by the Contracting Officer (CO). Any orders or modifications made that are *NOT* approved by a CO, prior to performance, will result in NO PAYMENT by the Government.**

(End of Statement of Work)

### **DELIVERY SCHEDULE**

ITEM NUMBER		DELIVERY DATE
Base Period 0001AA- 0001AD ( <i>see attachment B.3 Price Schedule</i> )	All services list for the based provide before:	July-31-2019

NOTE: Any shipment of equipment parts or items associated with the resulted contract from this solicitation shall be FOB Destination.

(End of Delivery Schedule)

Clauses that are incorporated by reference (**IBR**) (by Citation Number, Title, and Date), have the same force and effect as if they were given in full text. The full text of FAR & VAAR clauses may be accessed electronically at:

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

<http://www.va.gov/oal/library/vaar/>

### **The following contract clauses apply to this acquisition:**

- FAR 52.212-4 ***Contract Terms and Conditions–Commercial Items (Jan 2017) (IBR)***

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

- 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

Combined/Synopsis-Solicitation Document- VHAPM Part 813.106-1/2 SAP -10/12/17



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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 30 days.

**(End of Clause)**

- 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 30 days; 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 five (5) years.

**(End of Clause)**

- 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: \$200,000.00 per person; \$500,000.00 per occurrence and \$20,000.00 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)**

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### Clause IBR

- 52.203-17 **CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS** (APR 2014)
- 52.204-9 **PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL** (JAN 2011)
- 52.204-18 **COMMERCIAL AND GOVERNMENT ENTITY CODE MAINTENANCE** (JUL 2016)
- 52.228-5 **INSURANCE—WORK ON A GOVERNMENT INSTALLATION** (JAN 1997)
- 52.232-18 **AVAILABILITY OF FUNDS** (APR 1984)
- 52.219-6 **NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE** (NOV 2011)
- 52.232-40 **PROVIDING ACCELERATED PAYMENTS TO SMALL BUSINESS SUBCONTRACTORS** (DEC 2013)
  
- VAAR 852.203-70 **COMMERCIAL ADVERTISING (JAN 2008)** The Contractor shall not make reference in its commercial advertising to Department of Veterans Affairs contracts in a manner that states or implies the Department of Veterans Affairs approves or endorses the Contractor's products or services or considers the Contractor's products or services superior to other products or services.
  
- VAAR 852.232-72 **ELECTRONIC 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, email, 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

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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.

- VAAR 852.237-70 **CONTRACTOR RESPONSIBILITIES (APR 1984)** -The contractor shall obtain all necessary licenses and/or permits required to perform this work. He/she shall take all reasonable precautions necessary to protect persons and property from injury or damage during the performance of this contract. He/she shall be responsible for any injury to himself/herself, his/her employees, as well as for any damage to personal or public property that occurs during the performance of this contract that is caused by his/her employees fault or negligence, and shall maintain personal liability and property damage insurance having coverage for a limit as required by the laws of the State of Oklahoma. Further, it is agreed that any negligence of the Government, its officers, agents, servants and employees, shall not be the responsibility of the contractor hereunder with the regard to any claims, loss, damage, injury, and liability resulting there from

**(End of Addendum to 52.212-4)**

- FAR 52.212-5 **Contract Terms and Conditions Required to Implement Statutes or Executive Orders (JAN 2017) IBR**

The Contractor shall comply the following subparagraph of 52.212-5

- (a)
- (b)(1), (4), (8), (16), (22), (25), (27) -(33(i)), (34), (44), (45), (51), (55), (57)
- (c)(2) -(4), (8), (9), (11)
  - NOTE for information purposes **Section (c)3 Statement of Equivalent Rates for Federal Hires** (May 2014) (29 U.S.C. 206 and 41 U.S.C. Chapter 67)
    - WG-Step 3 \$22.94/ Monetary Wage-Fringe Benefits- \$6.88 per hour
- (d) & (e)

**(End of Clause)**

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### ATTACHMENTS

- Drawings
- B.3 Price Schedule
- Medical Center Parking and Traffic Control Regulations [*Information*]

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

Provisions that are incorporated by reference (**IBR**) (by Citation Number, Title, and Date), have the same force and effect as if they were given in full text. The full text of FAR & VAAR provisions be accessed electronically at:

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

<http://www.va.gov/oal/library/vaar/>

- FAR 52.212-1 **Instructions to Offerors–Commercial Items** (Jan 2017) (**IBR**)
  - The following provision **clauses** are incorporated into **52.212-1 as an addendum**:
    - 52.216-1 **TYPE OF CONTRACT** (APR 1984)  
The Government contemplates award of a Firm-Fixed-Price contract resulting from this solicitation.  

**(End of Provision)**
    - 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:  
  
**Contracting Officer**  
Tony D. Mathews  
  
**Hand-Carried Address:**  
Department of Veterans Affairs  
Network Contracting Office  
NCO 19  
1011 Honor Heights  
Muskogee OK 74401-1318  
  
**Mailing Address:**  
Department of Veterans Affairs  
Network Contracting Office  
NCO 19  
1011 Honor Heights  
Muskogee OK 74401-1318

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(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)

- 52.204-16 **COMMERCIAL AND GOVERNMENT ENTITY CODE REPORTING (JUL 2016) (IBR)**
- VAAR 852.233-70 **PROTEST CONTENT/ALTERNATIVE DISPUTE RESOLUTION (JAN 2008)**
  - 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

### The following are additional Instructions addendum to 52.212-1

#### 1. Notice- Qualification of the Contractor

##### A. Certification

*HVAC System*-The contractor shall have (1) Air System Cleaning Specialist (ASCS) and (1) Certified Ventilation Inspector (CVI) Certification, on a full-time basis certified by National Air Duct Cleaners Association.

*Exhaust Hood Cleaning*- The contractor shall have (1) Certified Exhaust Cleaning Technician (CECT) and (1) Certified Exhaust System Inspector (CESI) Certification on a full-time basis certified by International Kitchen Exhaust Cleaning Association (IKECA) or equivalent nationally recognized certification program or organization dedicated to the cleaning of commercial exhaust hood systems.

##### B. Experience

The contractor shall submit a record of experience in cleaning HVAC Systems. The contractor shall submit a record of experience in cleaning Exhaust Hood Cleaning.

##### C. Past Performance

The contractor should provide [at minimum] (3) three reference. Please included the following:

- a). Company Name
- b). Point of Contact
- c). Phone number
- d). Email address

Please state if it's a present contract or past one

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**Please note-** The Government reserves the right to review any resources for past performance if it deems necessary to do so.

- 2. Notice-**Regarding Contract Clause 52.219-6 **NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE** (NOV 2011).

Please review *Small Business Administration (SBA)* **new** ruling concern limitation on subcontracting requirements in accordance with 13 CFR §125.6

- 3. Notice-**Please Complete Attachment **B.3 Price Schedule** and return with any signed amendments before the due date. All applicable labor rates for the given labor category must be reflected in the Offerors pricing (Total Price) in accordance with Service Contract Labor Standards. [See Attached Department of Labor (DOL) Wage Determination section for the highlighted applicable labor category hourly rate and other required rates] Note: The DOL wage determination will made incorporate into the resulted contract of this solicitation.
- 4. Notice-** Submission shall be received not later than date and time specified on page 1 Section Response date. The **preferred method** of quotation delivery is **via email** at [tony.mathews2@va.gov](mailto:tony.mathews2@va.gov). **IMPORTANT NOTE:** Please submit Five (5) different attachments-NOT one attachment that includes all required documents for quotation submission. **\*see Notice 7 for details.**

**Regular mail delivery,** send quote to:

Jack C. Montgomery VA Medical Center

1011 Honor Heights Drive

Muskogee OK. 74401-1318

ATTN: Administration Building (Contracting Department-Tony D. Mathews)

**For hand delivery:**

Please call for direction to Administration Building

918-577-3923

Regardless of the option of delivery, your quotation package should be received by the date and time specified on page 1 Section: **Current Response date.**

- 5. Notice-**Late submissions shall be treated in accordance with the solicitation provision at FAR 52.212-1(f).
- 6. Notice-** It is the Government intend to award a contract from this combined synopsis/solicitation that includes the terms and conditions as set forth herein. To facilitate the award process, all *quotes* must include a **statement regarding the terms and conditions herein as follows:**

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1. *"The terms and conditions in the solicitation are acceptable to be included in the award document without modification, deletion, or addition."*

**OR**

2. *"The terms and conditions in the solicitation are acceptable to be included in the award document with the exception, deletion, or addition of the following:*
  - a. *The contractors shall list exception(s) and rationale for the exception(s).*

### **7. Notice-**Format of Quotation Package submission:

1. Minimum (1) one Cover Page of Company Information to include:
  - a. *Combine Synopsis/Solicitation # and Title of Service*
  - b. *Company Name*
  - c. *Company Operation Address*
  - d. *Company POC -Office number and email address*
  - e. A selection of either **1 or 2 under Notice 6** *"Statement regarding the terms and conditions"* at the bottom cover page with Date/Name and signature, **note:** if option 2 under **Notice 6** is selected, please follow directions accordingly
2. Certifications (See **Notice 1 A**)
3. Experiences (See **Notice 1 B**)
4. References for past performance (See **Notice 1 C**)
5. Section B.3 Price Schedule

### **8. Notice-** At time of award, the CO will issue the *Price Adjustment Calculation Tool (PACT)*- Excel document [relative to the Department of Labor-Wage determination], which will be required to be completed by the awardee and returned within 30 days from awarding of the contract.

### **9. Notice-**Cutoff date for questions: **July 2, 2018-11:00 AM CST.**

(End of Additional Instructions)

(End of Addendum to 52.212-1)

#### ○ FAR 52.212-2 **Evaluation-Commercial Items (OCT 2014)**

All quotes shall be evaluated under the guidance set forth under FAR Part 13. Hence, the Government is not obligated to determine a competitive range, conduct discussions with all contractors, solicit final revised quotes, and use other techniques associated with FAR Part 15. The contracting techniques associated with FAR Part 15 are not mandatory.

## Combined Synopsis/Solicitation for Commercial Items - **Small Business Set Aside**

Therefore, all quotes will be **comparative evaluated**- *An analysis of comparing each quotation with the other quotation received, to determine which contractor will provide the best service that will benefit to the government.*

### **Example of comparative evaluation**

When (2) or more quotes are received, using the comparative evaluation; Contractor's "A" quotation will be compare with Contractor's "B" quotation and Contractor's "C" compare with "A" and "B" and so on. Similarities and differences are documented and an award will be made to the Contractor whose quotation, as "whole", offers the best benefit to the government.

The following areas will be use as guidance **to compare each contractor with one another**:

- The type certification provided.
- Experience.
- And how well a contractor performed on similar services for other government agency or private company.
  - The Government reserve the right to review any resource for past performance, if deem necessary.
- Price
- Any additional **relative** information provided, to support a superior service.

**Important note:** The listing above **is not** in order of importance

- FAR 52.212-3 ***Offerors Representations and Certifications–Commercial Items*** (Jan 2017) (IBR)
  - If the Offeror has completed the annual representations and certification electronically, via the System for Award Management (SAM) Web site located at <https://www.sam.gov/portal>, then Offeror shall complete only paragraph (b) of the provision clause. If the Offeror has not completed the annual representations and certifications electronically, the Offeror shall complete only paragraphs (c) through (u) of the provision clause. Please visit <http://acquisition.gov/comp/far/index.html> and print out point a full copy of 52.212-3 provision clause and complete accordingly and return with quotation.