

**SOLICITATION # 36C78618Q0351 – GROUNDS AND HEADSTONE  
MAINTENANCE SERVICES PROJECT QUESTIONS:**

1. Could you please provide the number of current headstones and the number of flat markers? Also, what is the rate this will increase each year for each?

**ANSWER:** Uprights – 31,132, Increases approx. 70/yr., Flats – 1,465, no additional flats will be placed.

2. The scope of work states on page 17 that that mowing and trimming will be required 2 times the week prior to Memorial Day. Since the CLIN is weekly, will contractor only be allowed to charge 1 time for this service?

**ANSWER:** This solicitation is for a Requirements Contract in accordance with FAR 16.503. Therefore, the Contractor shall only be paid for the work completed. Therefore, if the contractor mows and trims two times the week prior to Memorial Day, the contractor may invoice for the work completed. Please note, all quantities given are estimated.

3. Please confirm the Quote/Proposal Package, documents A, B, C, and D can be collated in the Price Volume?

**ANSWER:** Yes. The Quote/Proposal Package, documents A, B, C, and D can be collated in the Price Volume.

4. Can the Technical Sub-Factor 4 (SAM Report) and Sub-Factor 5 (SDVOSB certificate), also be included in the Price Volume as non-counted admin pages?

**ANSWER:** Yes. Technical Sub-Factor 4 (SAM Report) and Sub-Factor 5 (SDVSB Certificate) can be included in the Price Volume.

5. Quote/Proposal Package F states 'At least three Past Performance references, while Technical Sub-Factor 1 requests no-more-than three recent example projects. The requested info (i) through (v) is typical of past performance write-ups. Does Sub-Factor 1 apply to the Past Performance Volume?

**ANSWER:** No. Sub-Factor 1 does not apply to the Past Performance Volume.

6. Technical Sub-Factor 2 mentions '... key personnel. at a minimum, this shall include both Project Manager, on-site superintendent/foreman, and contractor personnel. This implies all personnel are key. Please confirm the key personnel for whom you require the criterion (i) thru (vii).

**ANSWER:** All criterion is required for all employees except for criterion (v) & (vi). Those criteria are reserved for anyone who will be acting as a site supervisor, manager, or superintendent.

**Topic:** Base Year  
**Ref:** SOW, Page 5.

7. The base period could be as short as one month, which will affect pricing. Can the government please provide an anticipated award date?

**ANSWER:** An amendment has been issued extending the solicitation to July 12, 2018. The estimated award date for this project is July 17, 2018.

**Topic:** Pest Control

**Ref:** CLINs 0011 and 0012

8. What is the target pest for the pest control CLINs 0011 and 0012? The SOW explains that gophers, moles, and fire ants should be controlled however fire ant control is covered under CLINs 0009 and 0010. Would that mean that the target pest for CLINs 0011 and 0012 is only gophers and moles?

**ANSWER:** Please refer to the SOW for a clearly detailed answer for this question.

**Topic:** Gravesite / Cremation Site Count

**Ref:** SOW, Various Sections

9. Can the Government provide the total count of both gravesites and cremation sites?

**ANSWER:** Casket 31,132/ Cremation 1,465

**Topic:** Weed Control,

**Ref:** SOW Paragraph 7D, Page 12.

10. The SOW states: "*Roads, walls, and non-turf areas shall be maintained as weed and turf free by regular application of non-selective herbicide*". Can the government please confirm which CLIN this work falls under?

**ANSWER:** CLIN 0008

**Topic:** Liming

**Ref:** SOW, Page 13

11. Can the Government provide the anticipated or the historical annual average acreage for the liming application?

**ANSWER:** This will depend on the soil samples. No historical data.

**Topic:** Trimming and Edging

**Ref:** SOW, Page 15

12. Can the Government provide a total count of headstones and flat markers to be trimmed and edged around? Can the government also provide linear feet of curbs and sidewalks to be edged?

**ANSWER:** Please refer to question 1.

**Topic:** Sunken Grave Repair

**Ref:** SOW, Page 20.

13. Can the government provide historical data or estimate of percentage or count of graves that are repaired and the sod is reusable?

**ANSWER:** If done properly, sod should be reusable 90% of the time.

**Topic:** Trash Cans

**Ref:** SOW Page 21

14. What is the quantity of trash cans to be emptied daily?

**ANSWER:** 15

**Topic:** Flags and Wreaths

**Ref:** SOW, Pages 21 – 22

15. The Scope in Para 2. States 'Placement and removal of small flags and wreaths'. The detailed paragraphs (Page 22) state 'placed by volunteers and picked-up [by the contractor]'. Please clarify if the contractor is involved in the placement of flags and wreaths, or only the pick-up/collection.

**ANSWER:** Only the collection.

**Topic:** Snow and Ice Removal

**Ref:** SOW, Page 22

16. Can the Government provide total acreage or square footage for snow and ice removal for each of sidewalks, roads, and parking lots?

**ANSWER:** Unknown

**Topic:** Mulching

**Ref:** SOW, Page 23

17. The SOW states that mulch should be installed around the base of trees however there is not currently mulch in place around trees. Is it a requirement to build these mulch rings and if so, can the government please provide the average size or radial linear footage of the desired tree rings?

**ANSWER:** Yes, Tree rings will need to be established. This will be dependent on the specific trees, but 5'-6'ft ring would be a good estimate for established trees.

18. What was the most current contract number?

**ANSWER:** This is Public Information that can be found in the Federal Procurement Data Base – Next Generation (FPDS-NG) and FedBizOpps under Contract Award information.

19. What was the most current contract award amount?

**ANSWER:** This is Public Information that can be found in the Federal Procurement Data Base – Next Generation (FPDS-NG) and FedBizOpps under Contract Award information.

20. What was the most current contract period of performance for the awarded amount?

**ANSWER:** This is Public Information that can be found in the Federal Procurement Data Base – Next Generation (FPDS-NG) and FedBizOpps under Contract Award information.

21. Is the new scope of work the same as for the last contract?

**ANSWER:** No

22. How many flat headstones are in the cemetery?

**ANSWER:** Answered previously.

23. How many times a day will the crew be required to police the cemetery for trash in addition to the morning sweep?

**ANSWER:** No additional sweeps will be required. However, the expectation is that if you see a piece of debris, pick it up.

24. Are there other weeks than that leading up to Memorial Day that would require 2 times mowing and trimming?

**ANSWER:** No

25. In the CLIN sheets, for CLINs 0004 "Sunken Grave Repair" and 0013 "Sodding/Seeding Gravesite (up to 400)" and following years, the estimated quantity in the CLIN Sheets is 1 Ea but the solicitation states up to 400 of each. Do you want the Total Price for each CLIN to be for 1 times the Unit Price or 400 times the Unit Price to give a better Total Estimated Cost for each Period?

**ANSWER:** The government is seeking a price per occurrence, and will determine the number required as needed, up to the maximum of 400.

26. In the CLIN sheets, for CLINs 0007 and 0008 Turf Maintenance and following years, the estimated quantity in the CLIN Sheets is 1 Ea but the solicitation states up to 5 of each. Do you want the Total Price for each CLIN to be for 1 times the Unit Price or 5 times the Unit Price to give a better Total Estimated Cost for each Period?

**ANSWER:** The government is seeking a price per occurrence, and will determine the number required as needed.

27. As we saw on the site visit, the South West Corner Fence by the back gate has a section that is 5-8 inches from a neighboring private fence. Can that gap area and fence line be sprayed with roundup?

**ANSWER:** Yes

28. Overseeding and seeding are only mentioned for sunken grave repair. Is the contractor's responsible for overseeding the entire cemetery to include current bare spots?

**ANSWER:** No

29. Is the overseeding to be performed in conjunction with Aeration and priced in that CLIN?

**ANSWER:** No

30. Page 14, 10. Aeration states Spring for Aeration and Page 13, 6. Lime states "application in late fall after aeration." Solicitation Page 24, September mentions "areas that will be re-seeded" suggesting reseeding will be performed in the fall. When would aeration and overseeding be performed?

**ANSWER:** Fall

31. Page 13 6. Lime: If we are to apply lime, do we have to aerate first and then apply lime?

**ANSWER:** Yes

32. When repairing a sunken grave; if the contractor finds a headstone or flat marker requires R&R, how will the headstone resetting be handled to ensure we can complete the grave renovation and the site complies with NCA standards?

**ANSWER: Cemetery staff will be responsible for all headstones and markers. If assistance is required it, it would need to be coordinated with the COR.**

33. If the contractor does not use any space in the maintenance facility, is the contractor still responsible for cleaning that space and the restrooms?

**ANSWER: Contractor will only be responsible for areas they utilize. However, that will be the restroom for contractor employees, and it will be expected to be maintained.**

34. CLIN 0015 Trash & Debris Removal: Is this service just for business days or are we to provide this on weekends and holidays as well?

**ANSWER: Monday thru Friday**

35. Will the contractor for the Grounds Maintenance Contract have a designated and accessible area within the spoils yard separate from the Sod replacement Contractor?

**ANSWER: This contract encompasses both sod replacement and grounds maintenance.**

36. Is there an irrigation plan that can be provided to the contractor?

**ANSWER: Yes**

37. Is there a water source on the grounds that the contractor can use for watering of newly seeded/sodded grave sites?

**ANSWER: Yes**

38. With the Sod replacement, funerals, head stone placements/repairs, and other construction projects at the cemetery, if another contractor leaves debris or trash in the roads or on sidewalks; who is responsible for the policing and cleaning of those area

**ANSWER: The awardee of this contract will be responsible for policing and cleaning all cemetery property. However, some areas are in possession of other contractors. If those areas are unsightly or need policing please contact the COR or Cemetery Administrator.**

39. If another contractor damages the grounds, that requires the grounds maintenance to complete repairs. Who is responsible for the cost of those repairs?

**ANSWER: Whoever caused the damage.**

40. The quantities for the base year seem to be based on a full year. Should these be adjusted, as Date of Award - September 30, 2018 is approximately 3 months away?

**ANSWER: Yes. Please provide pricing for the Base Period as Date of Award through 09-30-2018. The estimated date of award for this project is July 17, 2018.**

41. Pages 42-43 under the Dignity Clause for NCA contracts, the Dignity Clause references the removal and handling of headstones. The statement of work and pricing schedule do not reference any headstone related activities. This would apply to a raise, realign and turf renovation contract. Please confirm if this type of work is part of the solicitation or not.

**ANSWER:** In the event that headstones would need to be removed due to special circumstances, the Dignity Clause provides directions and instructions on the proper methods to use. This type of work is not included within the Scope of Work of this contract.

- a. Contractors cannot walk, stand, lean, sit or jump on headstones or markers. Nor can they drive over them. Contractor personnel should use tools approved by the Contracting Officer Representative (COR), such as shovels, pry bars or pinch bars to lift flat markers out of the ground; pick axes are not an acceptable tool.
- b. No tools, equipment or other items will be placed or leaned on headstones or markers. Once headstones/markers are removed from the socket, do not place on dirt piles or mud; they should be carefully placed on each associated gravesite and protected in such a way as to prevent any soiling and be out of the way of any other work.
- c. Headstones shall be removed from their sockets 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 skid steer loader (i.e., Bobcat®) or similar machine to extract the headstone from the socket. When headstones are removed from their sockets, they shall be carefully stored on each associated gravesite; do not lean headstones against each other. Use care not to scratch or damage headstones in any manner. The headstones shall be laid with front inscription side up while the headstone is lying horizontally on the ground. The headstone shall be protected from direct ground contact while lying horizontally. The protection method shall be as approved by the COR and shall be free of deterioration in weather. An approved method is to support each headstone with two wood 4X4's. Alternate methods can be approved. Cardboard shall not be used. Wood or other suitable appropriate and attractive material shall be used to keep the headstones from contact with the soil while lying horizontally during the construction period. This also shows respect towards the families visiting the gravesites and the remains that are buried.

**ANSWER:**

42. Page 79. Contractor Personnel: Contractor shall provide employees with at least 1-year of experience in landscaping maintenance operations and experience working in National Cemetery Maintenance contract or similar projects. Does this apply to all employees or just the supervisor?

**Contractor Personnel:** Contractor shall provide employees with at least 1-year of experience in landscaping maintenance operations and experience working in a National Cemetery Grounds Maintenance Contract or similar projects. Employees shall have demonstrated education or experience in turf grass maintenance, horticulture and headstone maintenance. Employees shall be fully trained in safe equipment operations, proper turf grass maintenance techniques such as mowing and trimming and Cemetery etiquette.

**ANSWER:**

43. Based on some of the requirements, please confirm if this is personal or non-personal service contract.

**ANSWER:** As is indicated on page 5 of Solicitation Number 36C78618Q0351, "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.”**

44. Please clarify what you are asking for under Sub Factor 3-Technical Management. Project Delivery Philosophy including Statement of Commitment. Is the government asking the contractor to sign a commitment to use only what's proposed with no changes? Is so, are changes not allowed after a contractor begins work and decides they would like to change equipment due to availability or find they are having problems with a brand or increase/decrease staff in order to be more efficient? Often times, CORs have asked us to not use the schedules/equipment that we proposed, therefore, requiring a contractor to make adjustments.

The offeror shall demonstrate the following relevant to the subject project:

- (i) Project Delivery Philosophy including Statements of Commitment (i.e. A statement from the individuals involved in the subject project pledging and obligating themselves to follow all courses of action identified in the quote/proposal). Also, provide conflict resolution methods in the event of a conflict/dispute (i.e. Points of contact that will handle all issues in question, how the conflict will be resolved, etc.)
- (ii) Quality Assurance and Quality Control Program/measurements.

**ANSWER: The Government is asking the contractor to provide a Statement of Commitment pledging and obligating themselves to follow all courses of action identified in the quote/proposal. The work you state you are going to complete needs to be completed as you stated it would. This item has nothing to do with equipment, brand, increase/decrease in staff, etc. The Government wants to ensure that you will complete the work agreed too and the Statement of Commitment provides additional assurance.**