

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE J	PAGE OF PAGES 1   17
2. AMENDMENT/MODIFICATION NO. 0002	3. EFFECTIVE DATE 12-Apr-2023	4. REQUISITION/PURCHASE REQ. NO. ACQR5949779		5. PROJECT NO.(If applicable)
6. ISSUED BY NAVFACSYSCOM MID-ATLANTIC CONTRACTING CORE 9324 VIRGINIA AVENUE NORFOLK VA 23511-3095	CODE N40085	7. ADMINISTERED BY (If other than item 6) <b>See Item 6</b>		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)		X	9A. AMENDMENT OF SOLICITATION NO. N4008522R2840	
		X	9B. DATED (SEE ITEM 11) 20-Mar-2023	
			10A. MOD. OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required)				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  This Amendment is issued to incorporate a revised Section J, List of Attachments; Section M Basis for Award - various attachment numbers; Section L, L.4 Content of Proposal - various attachment numbers. In addition, provide Pre-Proposal Inquiries and responses and Site Visit log-in sheet.  All other terms and conditions remain the same.  Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
		TEL:	EMAIL:	
15B. CONTRACTOR/OFFEROR  _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED  12-Apr-2023

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

## SUMMARY OF CHANGES

## SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

AMENDMENT 0002

Pre-Proposal Inquiries & Responses

1. Is ICC Storage the only storage area available to the janitorial contractor?  
**Response: Yes, this is the only storage area available.**
2. How many Square Feet are available for janitorial storage?  
**Response: The janitorial storage is 341 square feet.**
3. Are there any COVID precautions or requirements?  
**Response: Not at this time.**
4. Work Force Management, requires submittal of J-02000000-15, this document is missing from solicitation packet. Please provide document J-02000000-15  
**Response: See Amendment 0002 and Attachment ""22R2840 Revised Section J-0200000.".**
5. Corporate Experience, requires submittal of J-02000000-16, this document is missing from solicitation packet. Please provide document J-02000000-16  
**Response: See Amendment 0002 and Attachment ""22R2840 Revised Section J-0200000.".**
6. Please provide floor plans showing tile and carpet square footages per building  
**Response: All available information regarding square footages and inventory has been provided. Floor plans will only be provided to the Awarded Contractor. Refer to Annex 0200000 Management and Administration Spec Item 2.6.2, Dissemination of Information.**
7. Please provide number of windows and estimated sizes (sq/ft)  
**Response: The number of windows and estimated sizes is not available to be provided.**
8. When is the last time the kitchen hoods and fans were cleaned and are they on a set schedule?  
**Response: The latest cleaning was the week of April 3, 2023. Yes, a schedule in place.**
9. How large of an area is there for the kitchen hoods and fans for cleaning?  
**Response: All available information regarding area for kitchen hoods and fans has been provided.**
10. What is the current annual value of the contract for each location?  
**Response: The total value of the current contract is \$8,852,787.12 for the base and 4 option periods**

11. What is the current amount for the base year and all option years for all locations?  
**Response: The total value of the current contract is \$8,852,787.12 for the base and 4 option periods**
12. Has the previous scope of work remained the same, decreased, or increased compared to the new Solicitation?  
**Response: The solicitation, attachments, and all documents have been provided for the new contract. The new contract stands on its own and the documents should be reviewed in that manner. For reference, that current contract was solicited under RFP number N4008517R1221.**
13. What is the current contract term (1 base year and 4 option years)?  
**Response: The current contract term is 60 months, 1 base year and 4 option years**
14. What is the current contract personnel number?  
**Response: The current contract and this follow-on is performance-based and the number of personnel performing the required services is determined by the contractor.**
15. How many senior employees are at each location and how long they have each been employed?  
**Response: The current contract and this follow-on is performance-based and the number of personnel performing the required services is determined by the contractor.**
16. What is the current estimated supply cost, including paper products and chemicals?  
**Response: This information is not available to provide at this time.**
17. Can you give us the current monthly contract amounts for each location?  
**Response: The total value of the current contract is \$8,852,787.12 for the base and 4 option periods**
18. Can you give us an estimate of the daily population for each facility?  
**Response: This information is not available to provide at this time.**
19. Who is the incumbent contractor?  
**Response: The incumbent contractor is Melgar Facility Maintenance LLC.**
20. What is the current contract number?  
**Response: The current contract number is N4008518D9786.**
21. What is the current cost of labor?  
**Response: This information is not available to provide at this time. Please note that this contract is subject to the Service Contract Act and includes the applicable SCA Wage Determinations in Section J-0200000-02.**
22. Can you provide the following J attachments? Corporate Experience Form (J-0200000-16), OSHA 300 (J-0200000-13), Self-Performance Evaluation (J-0200000-15), Exhibits A-E (J-0200005-09)  
**Response: See Amendment 0002 and Attachment "22R2840 Revised Section J-0200000."**

23. Can you explain the difference on the ELINS excel attachment tab “4th Opt Period- Recurring” line item E002B Level B and line item E002C Level C as compared to tabs for the base and other option years.  
**Response: See Amendment 0002 and the revised Attachment J-0200000-12 ELINs.**
24. Can you please confirm total cleanable floor square footage?  
**Response: Refer to Annex 1503010 Section J**
25. Can you confirm floor surface types and sqft of each?  
**Response: All available information related to floor surface types and square footage has been provided.**
26. How many FTEs does the current contractor utilize?  
**Response: The current contract and this follow-on is performance-based and the number of personnel performing the required services is determined by the contractor. This information is not available to provide at this time.**
27. Can you please confirm operating hours and contract work hours?  
**Response: Refer to Annex 0200000 Management and Administration Spec Item 2.2.1 Government Regular Working Hours**
28. Is the current staff staying in place or do we need to bring in whole new staff?  
**Response: The Government does not dictate Contractor staffing to ensure work requirements are met. It has been noted that Awarded Contractors will offer incumbent personnel that they have vetted the first right of refusal. It is the responsibility of the contractor to provide adequate staffing to perform the required services.**
29. Is current staffing sufficient per contracting officer?  
**Response: The current contract and this follow-on is performance-based and the number of personnel performing the required services is determined by the contractor.**
30. How many disposables does the current contractor use per week?  
**Response: This information is not available at this time. The Government does not determine required quantities for the Contractor to perform the required work.**
31. Can you please confirm the minimum wage of \$16.20 per hour?  
**Response: Please refer to Attachment J-0200000-02 Wage Determination**
32. Is the government providing any equipment for the contractor?  
**Response: See Section C, Annex 020000, Management and Administration, Spec Items 2.4 and 2.4.1: The Government is not providing any equipment.**
33. Can you please confirm the total amount of buildings to be serviced?  
**Response: See Annex 1503010, Section J**
34. Is the current contractor’s scope of work, the same as the solicitations' scope of work?  
**Response: The solicitation, attachments, and all documents have been provided for the new contract. The new contract stands on its own and the documents should be**

**reviewed in that manner. For reference, that current contract was solicited under RFP number N4008517R1221.**

35. Can you please provide file J-1503010-XX Floor Plans.pdf as it was not added in section J PDF ?

**Response: Floor plans will only be provided to the Awarded Contractor. Refer to Annex 0200000 Management and Administration Spec Item 2.6.2, Dissemination of Information.**

## SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

The following have been modified:

### LIST OF ATTACHMENTS

Section J – 0200000 Management and Administration	
Attachment Number	Attachment Title
J-0200000-01	Definitions and Acronyms
J-0200000-02	Wage Determinations
J-0200000-03	Directives, Instructions, and References
J-0200000-04	Invoice Form
J-0200000-05	Forms
J-0200000-06	Government-Furnished Property, Materials, and Services (N/A)
J-0200000-07	Service Provider Information
J-0200000-08	Asset Information
J-0200000-09	Specification Information
J-0200000-10	Characteristic Meter Readings Information
J-0200000-11	Contractor Hazardous Material Inventory Log
J-0200000-12	Exhibit Line Item Numbers (ELINs) ( <b>Separate Attachment</b> )
J-0200000-13	Corporate Experience Form
J-0200000-14	Past Performance Questionnaire
J-0200000-15	Contractor's Self Performance Certification
J-0200000-16	OSHA 300A Form

Section J-1503010 Custodial	
Attachment Number	Attachment Title
J-1503010-01	Definitions and Acronyms
J-1503010-02	References and Technical Documents
J-1503010-03	Common Output Level Standards
J-1503010-04	Service Classes
J-1503010-05	Mandated Service Classes for Hospitals and Clinics
J-1503010-06	Mandated Service Classes for Child Youth Program Facilities

Section J-1503010 Custodial	
<b>Attachment Number</b>	<b>Attachment Title</b>
J-1503010-07	Custodial Inventory

## SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

The following have been modified:

INSTRUCTIONS TO OFFERORS

L.1 Contractor Proposal Certification:

Contractor is required to certify in writing on page 1 of the proposal the following:

\_\_\_\_\_ (Name of Offeror) warrants tht its proposal  
\_\_\_\_\_ (of date or other Identifier) incorporated herein by reference, including, but not limited to, proposed approaches, staffing, methodology, or work plans, will meet the performance objectives set fort in this contract during the execution thereof. The contractor is not excused from meeting such performance objectives. The contractor understands that it bears all of the cost and performance risk associated with adopting acceptable additional (and/or alternative) means or methods of meeting the performance objective.

L.2 Inquiries:

All questions from offerors concerning any aspect of this request for proposal (RFP) must be submitted in writing. Prospective offerors are requested to submit written questions specifying the section and paragraph of the specification for which clarification is desired. All inquires will be answered in writing. Telephone questions will not be entertained. Offerors are specifically cautioned that verbal discussions and replies to questions shall not have the effect of changing the provisions of the written RFP.

**All questions must be submitted at least 10 days before proposals are due.** This is the most efficient way to ensure all questions are addressed in a timely manner.

Pre-Proposal Inquires shall be electronically sent to Quin Conerly-Anderson, Contract Specialist, and Susan Roberts, Contract Specialist at the following email addresses:

[quin.s.conerly-anderson.civ@us.navy.mil](mailto:quin.s.conerly-anderson.civ@us.navy.mil)

[susan.c.roberts4.civ@us.navy.mil](mailto:susan.c.roberts4.civ@us.navy.mil)

L.3 Disposition of Proposals:

Proposals from unsuccessful offerors will not be returned to the offeror, but shall be destroyed by the Contracting Officer. No certificate of destruction will be issued.

L.4 Content of Proposal:

- a) The non-cost and the price proposal shall be submitted as separate attachments. The non-cost proposal shall not contain any cost/pricing information. The non-cost proposal presented by the offeror to whom the award is made will be incorporated into the contract at the time of award.

b) The offeror shall submit the following information:

**Non-cost/price factors**

**Submittal requirements:** Offeror shall submit one (1) hard copy and one (1) CD-ROM that shall include the following characteristics:

- 8 ½ x 11 format
- 12-point Arial or Times New Roman font
- 100-page limit (inclusive of all charts, forms and other documentation responsive to the solicitation requirements), pages sequentially numbered.
- Include a cover page with Contract Number, Contract Title, Prime Contractor Name, Address, Phone Number, Fax Number, DUNS, Cage Code, Point of Contact and their phone and email address.
- Include only information in response to Factors 1, 2, 3 and 4 separated by tabs, as applicable.
- Provide Attachment J-0200000-15: Contractor(s) Self-Performance Evaluation and Notification of Subcontracting in accordance with Factor 1 – Technical Approach/Management
- Provide approved SBA JV Agreement or SBA approved Mentor-Protégé Agreement (if applicable).
- The non-price/cost proposal shall include responses to each non-price factor as specified in Section M.

In the event of a discrepancy between the hard copies and the electronic copy, and the electronic copy will be given.

The price proposal shall be submitted separately but at the same time as the non-cost/price proposal. Any non-cost/price information in the price proposal will not be considered. Likewise, any price information in the non-cost/price proposal will not be considered.

**NOTE:** Offerors are cautioned that merely repeating the Performance Work Statement, Performance Objectives, with a statement of intent to perform, does not reflect an understanding of the requirement or capability to perform, and may result in finding that the proposal is Unacceptable for that factor.

**The following are not included in the 100-page limitation: Price proposals, JV Agreements, CPARS for Projects submitted under Factor 2, Experience.** Pages exceeding the 100-page limitation shall not be considered during evaluation of the proposal.

**No pricing shall be included in the non-cost/price proposal. Any price information in the non-cost/price proposal will not be considered. Likewise, any non-cost/price information in the price proposal will not be considered.**

**NOTE: The non-cost/price proposal shall include submittals for each non-cost/price factor as specified in Section M.**

c) Price:

**Solicitation Submittal Requirements:**

- Signed Solicitation, Offer and Award Forms (SF 33), including Section B (CLINs 0001 through 0010), with all amendments acknowledged.
- Exhibits A through E. (Attachment J-0200000-12) **in Excel Format.** Pricing shall be **rounded to only two decimal places.**

- Where Exhibit Line Items contain a **quantity of zero, unit pricing must still be provided in the event future quantities may be added (if applicable).**
- Contractor Proposal Certification (See Section L, Paragraph 1)
- Current copy of Representations and Certifications and proof of Active status registration in System of Award management (sam.gov).
- Confirm submission of the most recent Vets 4212 Report.
- Provide name of financial institution, point of contact, telephone number and email address. Provide a signed statement of release giving the reference permission to release the information to the Navy.
- Responsibility Determination information (see below).

In the event of a discrepancy between the hard copy and CD-ROM, the CD-ROM electronic copy of the proposal will govern. Additionally, the hard copy proposal shall match the electronic version of the proposal.

**ADDITIONAL INFORMATION TO BE SUBMITTED WITH PRICE PROPOSAL PACKAGE:**

**RESPONSIBILITY DETERMINATION INFORMATION** – In order to be eligible for award, the offeror must be determined responsible in accordance with FAR Part 9, specifically 9.104-1, General Standards. In a separate tab, the offeror shall provide the following information in the price proposal package:

1. One (1) signed bank reference demonstrating adequate financial resources. If offeror's firm has a line of credit, provide information on how many figures offeror can borrow against the line of credit (i.e. medium 6 figures – exact line of credit is not required).
2. The offeror shall provide the latest three complete fiscal year financial statements for the prime contractor, certified by an independent accounting firm, if practicable, or signed by an authorized officer of the organization. Submit evidence of availability of working/operating capital, which will be used for the performance of the resultant contract. For Joint Venture arrangements, submit the latest three complete fiscal year financial statements for each company in the Joint Venture and discuss the financial responsibilities among the companies. The Government may also utilize Dun & Bradstreet reports to evaluate the financial capacity of the offeror.
3. Description of offeror's facilities and equipment.
4. Other offeror's work presently under contract.

**Although required to be submitted with price proposal, this information will not be evaluated as part of the price proposal. This information is the basis of your firm's responsibility determination, should your firm be considered for award.**

**Price proposals are not part of the 100-page limitation.** Pages exceeding the 100 single-sided page limitation shall not be considered during evaluation of the proposal.

L.5 Site Visit:

The site will be available for visitation as follows:

**Instructions:**

**Date:** 3 April 2023

**Time:** 9:45am

**Location:** Lobby of Building 80  
**Address:** 80 Access Road, Middletown, RI 02841

The process for NUWC follows:

For site visits requiring NUWC base access, on top of completion and submission of the 5512 Base Access Form (Sent to Kim Prashaw), all individuals must send a 'NUWC Visitor Request' to the following email address: [nuwc\\_npt\\_access.fct@navy.mil](mailto:nuwc_npt_access.fct@navy.mil) (NUWCs Pass & ID Office):

Other notes important for NUWC site visits:

1. Site Visit Restrictions: No cameras or pictures are allowed for any site visit onboard NUWC.
2. We have individuals meet at Building 80 (80 Fleet Access Road, Newport, Rhode Island) before going onto the NUWC base. Building 80 is the Pass & ID office for NUWC (Separate from Naval Station Newport Pass & ID)
3. By completing the 'NUWC Visitor Request' form, individuals receive a 'Temporary Visitor Day Pass.' The NUWC Sponsor Keith Boulds will escort the individuals onto NUWC the day of the site visit.
4. Please use Keith Boulds as the sponsor for the Custodial NAVSTA.  
Number: (401) 841-5468

Site Visit Registration Requirements: \*\*To ensure attendance for the site visit, a Secnav 5512 form and NUWC Visitor Request Form (attached) must be completed by **each individual and** the site visit information sheet (excel document) must be completed by **each company** and emailed to Quin Conerly-Anderson, [quin.s.conerly-anderson.civ@navy.mil](mailto:quin.s.conerly-anderson.civ@navy.mil) and Kim Prashaw, [kim.a.prashaw.civ@us.navy.mil](mailto:kim.a.prashaw.civ@us.navy.mil) no later than **3pm, March 28, 2023**. Attendees must be US Citizens and must present a valid photo ID. The Government Representative for the site visit will be Mark Gelsinger, [mark.a.gelsinger.civ@us.navy.mil](mailto:mark.a.gelsinger.civ@us.navy.mil), office phone 401-841-6927 if there are any questions pertaining to the site visit.

**No questions will be answered at the site visit.**

Questions generated from the Site Visit will be submitted to Quin Conerly-Anderson, Contract Specialist and Susan C. Roberts, Contract Specialist, at the following email addresses:

[Quin.s.conerly-anderson.civ@us.navy.mil](mailto:Quin.s.conerly-anderson.civ@us.navy.mil)  
[susan.c.roberts4.civ@us.navy.mil](mailto:susan.c.roberts4.civ@us.navy.mil)

## SECTION M - EVALUATION FACTORS FOR AWARD

The following have been modified:

BASIS FOR AWARD

M.1 Basis for Award:

1. The Government reserves the right to eliminate from consideration for award any or all offers at any time prior to award of the contract; to negotiate with offerors in the competitive range; and to award the contract to the offeror submitting the lowest priced, technically acceptable offer.
2. As stated in the solicitation, the Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. In addition, if the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.
3. The LPTA process is selected as appropriate for this acquisition because the best value is expected to result from selection of the technically acceptable proposal with the lowest evaluated price.

**In order to permit efficient competition, the Navy will utilize the following methodology: Proposals will initially be screened for price and placed in order of price (lowest price to highest price). The Navy will then evaluate the technical factors of the lowest priced proposal. The Navy will make award to the lowest priced technically acceptable proposal. However, if the lowest priced proposal is not found to be technically acceptable, the Navy, at its sole discretion, reserves the right to increase the number of proposals it will review, until the Government identifies a technically acceptable proposal. Accordingly, under this methodology, the technical factors of some proposals may not be evaluated by the Navy. If discussions are deemed necessary by the Contracting Officer, all proposals will be evaluated (both technical and price) for the purpose of establishing a competitive range.**

4. An overall non-price factors rating must be at least "ACCEPTABLE" in order to be eligible for award. An "UNACCEPTABLE" rating in any factor results in the overall non-price factors proposal being rated "UNACCEPTABLE" unless corrected through discussions. An overall non-price factors rating of "UNACCEPTABLE" makes a proposal ineligible for award.

M.2 Evaluation Factors:

1. The solicitation requires the evaluation of price and the following non-cost/price factors:
  - Factor 1– Technical/Management Approach
  - Factor 2 – Corporate Experience
  - Factor 3– Safety
  - Factor 4 – Past Performance

**Offeror MUST be evaluated as technically ACCEPTABLE under Factors 1,2,3 and 4 in order to be considered technically acceptable overall**

NOTE: The distinction between experience and past performance is that experience pertains to the volume of work completed by a contractor that are comparable to the types of work described under the definition of recent, relevant projects, in terms of size, scope, and complexity. Past performance pertains to both the relevance of recent efforts and how well a contractor has performed on the contracts.

## 2. Basis of Evaluation and Submittal Requirements for Each Factor.

### (a) Technical Factors:

#### (1) **Factor 1, Technical Approach/Management:**

- (i) Solicitation Submittal Requirements: The offeror shall submit a narrative response that clearly demonstrates its understanding of and approach to accomplishing the complexity and magnitude of service requirements set forth in the performance objectives and standards of the Performance Work Statement. Each of the topics below must be included in the narrative, tabbed in the non-price/cost proposal and discussed separately.
- a. Phase-In Transition Plan. Describe what you will do to “start-up” for performance of this contract. The phase in transition period is 30 days as per F.2 of the RFP. Include a schedule of key events, personnel actions/staffing, and responsibilities regarding employees at all levels to ensure fully compliant contract performance on the start date of the performance period. The schedule of key events shall include addressing the Section F Deliverables submission requirements.
  - b. Workforce Management. For each of the following, clearly:
    - (1) Describe the lines of management authority, supervision, span of control and accountability, including the relationship between overall management (corporate and on-site), administration, and subcontractors.
    - (2) Demonstrate your ability to provide and maintain a qualified workforce.
    - (3) Demonstrate your ability to manage competing priorities at various locations.
    - (4) Describe the work to be performed as the prime contractor as well as work to be performed by each subcontractor proposed. The work to be self-performed, subcontractors to be utilized, and their roles shall all be clearly identified. Offerors shall clearly state if it will self-perform 100% of the work as the prime.
  - c. Quality Management. Provide a two to five page (single-sided) summary of your “Quality Management System” i.e. the Quality Processes (Practices, Resources and Activities) and minimum controls that will be used to ensure full compliance with all performance objectives and standards as described in 0200000-C, Management and Administration. Include the methodology to be implemented to accomplish the performance requirements and detail how the proposed approach will effectively achieve each performance objective and standard.

Basis of Evaluation: The Management Approach factor shall be evaluated based upon the following criteria:

- a. The proposal demonstrates an acceptable understanding of the performance objectives and standards.
- b. The proposal demonstrates a thorough plan for having equipment and personnel in place to commence work on the contract start date. In addition, the proposal clearly defines the controls and/or processes that are in place to ensure continuity of services.
- c. The proposal provides a feasible technical approach with the capability to, at least, meet solicitation performance objectives and standards.

#### (2) **Factor 2, Corporate Experience:**

(i) Solicitation Submittal Requirements: The Offeror shall submit the following information:

Submit a minimum of one (1) up to a maximum of five (5) relevant projects (similar in size, scope, and complexity to the work requirements specified in the solicitation). The offeror, or the Offeror's small business first-tier subcontractor(s) that will perform major or critical aspects of the requirement shall have been the prime contractor on all of the submitted relevant projects. **An offeror's experience as a subcontractor will not be considered.**

For the purposes of this solicitation, a relevant project is further defined as follows:

**Size:** A custodial service contract with a yearly value of at least \$1M for recurring services. Indefinite Quantity / Indefinite Delivery values for infrequent work will not be considered similar in size. If an Offeror intends to submit work completed issued off an Indefinite Quantity/Indefinite Delivery (IDIQ) contract as a qualifying Project, the Offeror is limited to submitting the IDIQ contract itself. The board will not consider or evaluate any task orders whether submitted individually or collectively.

**Scope:** Offer must have provided all labor, management, supervision, tools, materials, equipment to provide Custodial Services: space cleaning, emptying waste and recycling containers, the cleaning of: window blinds, entrances, interior glass surfaces, drinking fountains, floor care, sweeping and dust mopping, vacuuming carpets and rugs, cleaning walk-off mats, spray cleaning and buffing, damp mopping, stripping, coating and buffing, carpet and rug deep cleaning, restroom servicing, restroom cleaning and the cleaning of kitchen hoods/ducts/exhaust fans and other services as defined in the RFP.

**Complexity:** Offeror must have been responsible for responding simultaneously to requirements for several customers or installations.

In accordance with 13 CFR 125.2(g), small business Offerors may utilize the prime contractor experience of a small business first-tier subcontractor(s) to demonstrate experience under this evaluation factor if that small business Offeror cannot independently satisfy the experience requirement as defined above. Considering 13 CFR 125.2(g), the Offeror or for a small business Offeror, a small business first-tier subcontractor, shall have been the prime contractor on all relevant projects as defined above. In order to utilize the experience of a small business first-tier subcontractor(s), the offeror must specifically identify the proposed small business first-tier contractor(s) in its proposal in accordance with this Factor.

The Government notes that 13 CFR 125.2(g) is specific to only small businesses Offerors and named small business first-tier subcontractors. As much, the small business Offeror is not permitted to use the experience of a large business subcontractor or large business corporate affiliate in place of its own if the small business Offeror cannot independently satisfy the experience requirement defined above.

An offeror's experience as a subcontractor will not be considered.

The attached Corporate Experience Form (J-0200000-13) is MANDATORY and SHALL be used to submit project information. Except as specifically requested, the Government will not consider information submitted in addition to this form nor will the Government consider information submitted via any other medium. Individual blocks on this form nor will the Government may be expanded; however, total length for each project data sheet shall not exceed one double-sided page (or two single-sided pages).

Projects submitted for the Offeror shall be ongoing (having been performed for a period of at least one year) or completed within the past five years of the date of issuance of this solicitation. Projects with completion dates beyond one year shall be clearly defined as multi-year contracts or as base contracts with option years. If the project has option periods, state which contract period is in progress (Base, 1st option, etc.). If the dates of the project or completion date do not clearly demonstrate that the project meets the above requirements, the Government may deem the project not relevant.

For all submitted projects, the description of the project shall clearly describe the scope of work performed and the relevancy to the project requirements of this RFP as it relates to size, scope, and complexity as defined above, or the Government may deem the project not relevant.

If the offeror is a Joint Venture (JV), relevant experience should be submitted for projects completed by the Joint Venture entity. However, shared Joint Venture experience of the Offeror is not required in order to meet the requirements of the Factor. If the Offeror is submitting experience for individual JV partners in which the company was a partner in a different Joint Venture entity, the Offeror must specifically address what portion of the work under the submitted project was performed by the JV partner offering on this contract and demonstrate that the work meets the Size, Scope, and Complexity as defined above, or the project will not be considered relevant. Offerors are still limited to a total of five (5) projects combined. Offerors proposing as a JV shall submit a signed JV agreement. For Mentor-Protégé Joint Ventures, the offeror shall submit the signed and U.S. Small Business Administration (SBA) approved Mentor-Protégé agreement.

If permitted as discussed above, if an Offeror is utilizing the prime contractor experience of a corporate affiliate (e.g., subsidiaries, sister companies, predecessor companies, and parent companies) or first-tier small business subcontractor; the proposal shall include, on the corporate affiliate or first-tier small business subcontractor's letterhead, a teaming agreement or letter of commitment. In order for the experience to be considered, the Offeror is also required to clearly demonstrate that the corporate affiliate(s) or first-tier small business subcontractor(s) will have meaningful involvement in the performance of the contract by identifying the personnel or resources from the corporate affiliate(s) or first-tier small business subcontractor(s) that will be dedicated to the contract.

#### Basis of Evaluation:

The assessment of the Offeror's relevant Corporate Experience will be used as a means of evaluating the capability of the Offeror to successfully meet the requirements of the RFP as defined above. The minimum standard for this Factor has been met when the offeror or the Offeror's small business first-tier subcontractor that will perform major or critical aspects of the requirement has demonstrated adequate experience by submitting at least one relevant project of similar size, scope, and complexity as defined above on which it was the prime contractor.

Projects completed by the offeror, of, if permitted as discussed above, its corporate affiliates (e.g., subsidiaries, sister companies, and parent companies) or first-tier small business subcontractor(s) in any capacity other than as a prime contractor will be considered Not Relevant.

### (3) **Factor 3, Safety:**

#### (i) Solicitation Submittal Requirements:

The Offeror shall submit the following information: The Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate: and Total Case Rate (TCR) for the specified five (5) Calendar Years (CY) as well as a safety narrative, as described below. For a partnership or joint venture, the Offeror shall submit separate DART and TCR rates for the specified five (5) CY for each contractor who is part of the partnership/joint venture; however, only one safety narrative is required. Any fatalities experienced within this 5-year timeframe must be explained in detail, to include root cause and corrective actions.

**NOTE:** DART and TCR shall not be submitted for subcontractors

1. DART Rate: Submit five (5) previous complete calendar years' worth of data (not an overall average). If the Offeror has no DART rate, for any year, affirmatively state so and explain why.

a. DART cases include injuries or illnesses resulting in death, days away from work, and/or restricted work or transfer to another job days beyond the day of injury/illness.

b. Calculation of DART rate: Multiply the total number of DART cases by

200,000 and then divide by the number of employee labor hours worked.

$$\text{DART RATE} = \frac{\text{Number of DART Incidents} \times 200,000}{\text{Total Number of Employee Labor Hours Worked}}$$

2. TCR Rate: Submit five (5) previous complete calendar years' worth of data (not an overall average). If the Offeror has no TCR rate, for any year, affirmatively state so and explain why.

a. TCR cases include injuries or illnesses resulting in death, days away from work, restricted work or transfer to another job days beyond the day of injury/illness, medical treatment beyond first aid, or loss of consciousness.

b. Calculation of TCR rate: Multiply the total number of TCR incidents by 200,000, and then divide by the number of employee labor hours worked.

$$\text{TCR RATE} = \frac{\text{Number of TCR Incidents} \times 200,000}{\text{Total Number of Employee Labor Hours Worked}}$$

3. Offeror shall submit a separate OSHA 300A (Attachement J-02000000-16) form for each of the last five previous complete calendar years.

4. The Technical Approach to Safety narrative shall be limited to two (2) singesided pages or one (1) double-sided page

a. Describe the Offeror's approach to implementing and executing a Safety Management System (SMS) including Management/Leadership involvement, Employee involvement, Hazard prevention, Hazard control, Worksite analysis, and Safety and health training, to include the standard(s) used to benchmark the SMS.

b. Describe the evaluation process used to select potential subcontractors.

c. Describe the processes of how the Offeror will oversee safety compliance of subcontractors at all levels throughout performance of the contract (to include the Offeror's own in-house workforce).

5. The Government reserves the right to review other available sources public/Government internal) of information. These may include, but are not limited to OSHA data, NAVFAC's Contractor Incident Reporting System (CIRS), Contractor Performance Assessment Reporting System (CPARS), Electronic Contract Management System (eCMS), etc.

(ii) Basis of Evaluation: The evaluation will collectively consider the following:

The Government is seeking to determine that the Offeror has consistently demonstrated a commitment to safety and that the Offeror plans to properly manage and implement safety procedures for itself and its subcontractors. To meet the minimum requirements, the Offeror must demonstrate the following:

1. DART rates at or below **2.99**
2. TCR Rates at or below **4.49**

NOTE: If the Offeror's rates exceed the established level above for any of the five years, it may result in a deficiency if an acceptable explanation is not provided.

3. Technical Approach to Safety

- a. Offeror describes a viable SMS that addresses elements; such as Management/Leadership involvement, Employee involvement, Hazard prevention, Hazard control, Worksite analysis, and Safety and health training, to include the standard(s) used to benchmark the SMS.
  - b. Offeror describes a methodical process of evaluating subcontractor's safety performance in their selection process.
  - c. Offeror describes a logical management plan to hold both themselves and their subcontractors accountable for adhering to the safety requirements of the contract.
4. The Government reserves the right to review other available sources public/Government internal) of information. These may include, but are not limited to OSHA data, NAVFAC's Contractor Incident Reporting System (CIRS), Contractor Performance Assessment Reporting System (CPARS), Electronic Contract Management System (eCMS), etc.

(4) **Factor 4, Past Performance:**

- (i) Solicitation Submittal Requirements: Offerors shall clearly demonstrate a history of relevant successful performance within the past five years of the date of issuance of the solicitation.

IF A COMPLETED CPARS EVALUATION IS AVAILABLE, IT SHALL BE SUBMITTED WITH THE PROPOSAL. IF THERE IS NOT A COMPLETED CPARS EVALUATION, the Past Performance Questionnaire (PPQ) included in the solicitation is provided for the offeror or its team members to submit to the client for each project the offeror includes in its proposal for **Factor 2, Corporate Experience**. AN OFFEROR SHALL NOT SUBMIT A PPQ WHEN A COMPLETED CPARS IS AVAILABLE.

IF A CPARS EVALUATION IS NOT AVAILABLE, ensure correct phone numbers and email addresses are provided for the client point of contact. Completed PPQs should be submitted with your proposal. If the offeror is unable to obtain a completed PPQ from 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 (J-02000000-14), 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. If the client requests, questionnaires may be submitted directly to the Government's point of contact, Mrs. Quin Conerly-Anderson, via email at [quin.s.conerly-anderson.civ@us.navy.mil](mailto:quin.s.conerly-anderson.civ@us.navy.mil) prior to proposal closing date. Offerors shall not incorporate by reference into their proposal PPQs or CPARS previously submitted for other RFPs. However, this does not preclude the Government from utilizing previously submitted PPQ information in the past performance evaluation.

Also include performance recognition documents received within the last five years from the date of issuance of the solicitation such as: awards, award fee determinations, customer letters of commendation, and any other forms of performance recognition.

In addition to the above, the Government may review any other sources of information for evaluating past performance. Other sources may include, but are not limited to, past performance information retrieved through the Contractor Performance Assessment Reporting System (CPARS) using all CAGE/Entity Identifier numbers of team

members (partnership, joint venture, teaming arrangement, or parent company/subsidiary/affiliate) identified in the offeror's proposal, inquiries, or owner representative(s), and any other known sources not provided by the offeror.

While the Government may elect to consider data from other sources, the burden of providing detailed, current, accurate and complete past performance information rests with the Offeror. The offeror is strongly encouraged to address any negative past performance, whether submitted projects or other negative past performance.

***A copy of the blank Past Performance Questionnaire to be used for requesting client references is included as Attachment J-0200000-14.***

Basis of Evaluation: The degree to which past performance evaluations and all other past performance information reviewed by the Government (e.g., CPARS, Federal Awardee Performance and Integrity Information System (FAPIS), Electronic Subcontract Reporting System (eSRS), performance recognition documents, and information obtained from any other source) reflect a trend of satisfactory performance considering some or all of the following:

- A pattern of successful completion of tasks;
- A pattern of deliverables that are timely and of good quality;
- A pattern of cooperativeness and teamwork with the Government at all levels (task managers, contracting officers, auditors, etc.); and
- Recency of tasks performed that are identical to, similar to, or related to the task at hand

**(5) Price:**

(i) Basis of Evaluation: The Government will evaluate price based on the total price. Total price consists of the basic requirements and all option items (see Section B of the solicitation). The Government intends to evaluate all options and has included the provision FAR 52.217-5, Evaluation of Options (JUL 1990) in Section M of the solicitation. In accordance with FAR 52.217-5, evaluation of options will not obligate the Government to exercise the option(s). Analysis will be performed by one or more of the following techniques to ensure a fair and reasonable price:

- (i) Comparison of proposed prices received in response to the RFP.
- (ii) Comparison of proposed prices with the IGCE.
- (iii) Comparison of proposed prices with available historical information.
- (iv) Comparison of market survey results.

Proposals will be evaluated for completeness and reasonableness as follows:

Completeness: All pricing information required by the solicitation has been provided, all mathematic computations are correct and the pricing application understood, prices are on an "all or none" basis, and failure to submit a price on an item or a number of items may cause this factor and the entire offer to be determined unacceptable.

Reasonableness: Price analysis comparisons indicate the offered price to be fair and reasonable, balanced across option years, and balanced between recurring and non-recurring items.

Unreasonable, unbalanced or incomplete pricing may cause a proposal to be determined unacceptable.

(End of Summary of Changes)

