

THIS SECTION IS FOR SOLICITATION PURPOSES ONLY. THIS SECTION WILL BE PHYSICALLY REMOVED FROM ANY RESULTANT AWARD, BUT WILL BE DEEMED INCORPORATED BY REFERENCE.

## **Instructions, Conditions, and Notices to Offerors**

### **1. Objective**

The resulting contract from this acquisition will be a Firm Fixed Price Contract. The Government will utilize Lowest Price Technically Acceptable source selection procedures to conduct a solicitation with no set-aside. Proposals from all business sizes are welcome to include large business.

**NAICS CODE:** 561210 Facilities Support Services

### **2. Government Point of Contact**

The Government individuals listed below are the primary and alternate points of contact for this acquisition. Address all questions or concerns to both individuals. Written requests for clarifications may be sent to the Government points of contact as follows:

#### Primary

Dale C. Clark

[Dale.clark@ihs.gov](mailto:Dale.clark@ihs.gov)

### **3. Formal Communications**

Offerors who determine the requirements of this solicitation require clarification(s) in order to enable submittal of a responsive proposal are requested to send all questions clearly stated with specific page, section, and paragraph. Questions should include sufficient detail to enable the Government to respond without requesting further clarification. These questions shall be directed to the points of contacts listed in paragraph 2. Answers will be compiled and posted electronically to website: [www.sam.gov](http://www.sam.gov).

### **4. General Instructions**

To assure timely and equitable evaluation of the proposal, the offeror must follow the instructions contained herein. The proposal must be complete, self-sufficient, and respond directly to the requirements of this solicitation.

### **5. General Guidance**

This section provides general guidance for preparing proposals as well as specific instructions on the format and content of the proposal. Offeror's are required to meet all solicitation requirements, including terms and conditions, representations and certifications, and technical requirements, in addition to those items identified as evaluation factors. Offeror's must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale.

If a site visit is desired by the offeror, one can be scheduled by reaching out to the project COR at [christian.guess@ihs.gov](mailto:christian.guess@ihs.gov).

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The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal should not simply rephrase or restate the Government’s requirements, but rather, shall provide convincing rationale to address how the offeror intends to meet these requirements.

Elaborate brochures or documentation, binding, detailed art work, or other embellishments are unnecessary and are not desired or required.

The offeror shall ensure that the proposals pricing is good through 1 July 2023. The offeror shall make a clear statement in the proposal that the proposal is valid through this date.

In accordance with FAR Subpart 4.8 (Government Contract Files), the Government will retain one copy of all unsuccessful proposals. Unless the offeror requests otherwise, the Government will destroy all other copies of unsuccessful proposals. No destruction certificate will be issued to the offeror.

### 5.2. Format for proposal

The offeror shall prepare the proposal in accordance with Table 1 – Proposal Order and Organization. Proposals shall be sectioned into three (3) separate parts with dividers and marked accordingly; **Part I** - Pricing, **Part II** - Technical, **Part III** - Past Performance

**Table 1 – Proposal Order and Organization**

Reference Paragraph Number	Part	Part Title and Contents
8.	1	Pricing Information  The offeror shall complete the price fee document titled: “FCAP Work Sheet”
6.	1	Technical  - Healthcare Facility Inspections - Work History
7.	1 thru 3.3	Past Performance  Past Performance Information

### 5.3. Electronic Proposals

Proposals shall be submitted electronically by email (preferred) to the Contracting Specialist at ([dale.clark@ihs.gov](mailto:dale.clark@ihs.gov)) by the RFP response due date. **Faxed offers will not be accepted.**

### 5.4. Debriefings

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The Contracting Officer will promptly notify offerors of any decision to exclude them from the competitive range; so the offeror may request and receive a debriefing in accordance with FAR 15.505. Offerors excluded from the competitive range, or determined to be “Unacceptable” during the evaluation process, may request a pre-award debriefing or they may choose to wait after the source selection decision to request a post-award debriefing. Offerors are entitled to no more than one (1) briefing.

### **5.5. Discrepancies**

If an offeror believes the requirement in these instructions contain an error, omission, or are otherwise unsound, the offeror must immediately notify the Contracting Officer in writing with supporting rationale as well as the remedies the offeror is asking the Contracting Officer to consider. The Government reserves the right to award this effort based on the initial proposal, without discussion.

### **5.6. Electronic Reference Documents and Referenced Publications**

All referenced documents for this solicitation are available on the website [www.sam.gov](http://www.sam.gov). Potential offerors are encouraged to subscribe for real-time e-mail notifications when information has been posted to the website for this solicitation.

### **5.7. Oral Presentations**

Oral presentation will not be considered for this requirement.

## **6. Technical**

The purpose of this section is to allow the offeror to set forth in the most comprehensive manner its understanding of the requirements and to demonstrate its ability to meet the evaluation requirements of the Evaluation Factors for Award. The technical information provided in the offer shall be specific and complete. Legibility, clarity, and coherence are very important. The offeror’s responses will be evaluated against the Technical evaluation criteria established in Evaluation Factors for Award. The offeror shall use the instructions provided below to provide the methodology the offeror would use to satisfying the factors and subfactors. Meeting all the requirements in the solicitation is mandatory. The offeror is representing, by the proposal submission, that the offeror will perform all the requirements of the solicitation. The offeror should not merely reiterate the requirements specified in the solicitation, but instead should describe how the offeror plans to accomplish each of the requirements.

### **6.1. Technical Evaluation Factors and Subfactors**

Again, to facilitate the evaluation, the technical portion of the proposal should be specific, detailed, and complete to clearly and fully demonstrate that the offeror has a thorough understanding of the requirements for the accomplishment of the effort. The offeror shall describe the performance standards that have been established in each area and explain how performance standards will be met or exceeded. This section shall not contain any pricing data. The technical factors and subfactors consist of the following:

**Factor 1: -Healthcare Facility Inspections**

Criteria:

Written documentation of contractor's estimation methodology.

Pertinent certification, healthcare inspection experience, education or training verifying the requirements covered in section D of Scope of Work.

For quarters inspections, in addition to residential inspection professionals, one environmental health professional shall be included on the inspection team.

**Factor 2: Work History**

Criteria:

The contractor shall provide proof that the personnel working on this project have at least 5-years experience in the following areas:

Building systems

1. Electrical power distribution systems
  - a. Panels
  - b. Transformers
  - c. Motor control
2. Photovoltaic systems
3. HVAC mechanical systems
  - a. Boilers
  - b. Chillers
  - c. Heat exchangers
  - d. Cooling towers
  - e. Air handling units
4. Fire alarm and suppression
  - b. Emergency power generating systems
5. Emergency generators
6. Automatic Transfer Switches
- c. Structural systems
7. Permanent construction
8. Modular buildings
- d. Civil site features
9. Parking lots
10. Sewer

Merit: This requirement is met when the offeror provides proof that personnel working on this contract possess at least 5-years of experience as listed in Factor 2, criteria.

**7. Past Performance**

Each offeror shall submit past performance that contains recent and relevant past performance information. Past performance information is required on the offeror and all teaming partners, subcontractors, and on joint venture partners who are proposed to perform on this requirement.

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The government will evaluate the quality and extent of offeror's performance deemed recent and relevant to the requirements of this solicitation. Provide any information currently available (letters, metrics, customer surveys, independent surveys, etc.) which demonstrate customer satisfaction with overall job performance and quality of service for relevant past efforts/contracts (similar in scope and magnitude of effort and complexities that this solicitation requires). In addition, explain corrective actions taken in the past, if any, for substandard performance and any current performance problems such as cost overruns, extended performance periods, customer complaints, etc.

The Government will use information submitted by the offeror and any other sources of information available to the Government to evaluate past performance. When addressing the past performance evaluation criteria, the offeror shall provide past performance data on at least one (1) but not more than five (5) of the most recent and relevant contracts performed for Federal, State, Local Government and private industry within the past five (5) years from the issue date of this solicitation. There must have been a minimum of a 6 month period of performance. Only references for relevant contracts are desired. Furnish the following information for each contract listed:

- Company/Division name
- Services
- Contracting Agency/Customer
- Contract Number or comparable identifier
- Contract Dollar Value and period of performance
- Verified, current name, address, email address, & telephone number for each company point of contact and reference.
- Brief comments, if desired (Should offerors wish to provide information on problems encountered on the identified contracts and their corrective actions in accordance with FAR 15.305(2), they shall submit such information at the same time references are submitted.)
- If subcontractor, describe portion of the work performed.

Note: Do not leave any of the above information blank. If not applicable please state, "Not Applicable". If the information is available through CPARS the offeror can advise of contract number.

### **7.1. Subcontractor Consent**

Past performance information pertaining to any teaming partner, subcontractor, or joint venture cannot be disclosed to the primary offeror without the subcontractor's consent. Provide with the proposal a letter from all subcontractors that will perform major or critical aspects of the requirement, consenting to the release of their past performance information to the prime contractor. The offeror shall also provide a commercial customer authorization letter, which allows release of information to the Government. Past performance information pertaining to a teaming partner or subcontractor cannot be disclosed without the subcontractor's consent.

If a teaming arrangement is contemplated, provide complete information as to the arrangement, including any relevant and recent past performance information on previous teaming arrangements with same partner. If this

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is a first time joint effort, each party to the arrangement must provide a list of past relevant and recent contracts.

## **7.2. Past Performance Information**

The offeror shall provide past performance data on at least one (1) but not more than five (5) of the most recent and relevant contracts. Again, only references for recent and relevant contracts are desired.

### **7.2.1. Recent Past Performance**

The offeror shall submit past performance that is recent. To be recent, the current effort must be ongoing or must have been performed for a minimum of six (6) months during the past five (5) years from the date of issuance of this solicitation. Any past performance information submitted that does not meet this condition will not be evaluated.

### **7.2.2. Relevant Past Performance**

The offeror shall submit past performance that is relevant. To be relevant, the performance information provided must resemble the scope, magnitude and complexity of this solicitation. The offeror's submissions shall be recent and demonstrate the ability to perform the proposed effort. The offeror's proposing past performance as the Prime Contractor will be weighted more heavily than past performance as a subcontractor. Any past performance information submitted that does not meet this condition will not be evaluated.

### **7.3.3. Content Aspects**

The offeror is responsible for explaining past performance recency and relevancy submissions to requirement and how the efforts relate. This includes management efforts to correct and improve any performance problems.

## **8. Price**

The purpose of this section is to ensure the offeror understands the Government will evaluate on the total price. Compliance with these requirements is mandatory and failure to comply may result in rejection of the proposal. The pricing information provided in the offer shall be complete. Complete means that the offeror proposed a Firm-Fixed Price for ALL applicable item numbers on the pricing schedule in the pricing schedule. All dollar amounts shall be in whole dollars and whole cents.

The offeror shall only submit price information as instructed, unless the offeror considers it essential to document or support price position. All information pertaining to the proposed price, including all worksheets and supporting documentation must be included in the section of the proposal designated as the Price part. **UNDER NO CIRCUMSTANCES SHALL PRICE INFORMATION AND DOCUMENTATION BE INCLUDED ELSEWHERE IN THE PROPOSAL.**

### **8.1. Price Rounding**

All dollar amounts provided shall be in United States currency in whole dollars and whole cents rounded to the nearest penny.

## **9. Proposal Reimbursement**

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The Government will not provide reimbursement to offeror's for ANY proposal costs.