

SECTION A

LEVEE MOWING OPERATIONS LAKE RED ROCK PROJECT KNOXVILLE, IOWA

A.1 LOWEST PRICE PROCUREMENT:

1. This will be a lowest price acquisition.

A.2 DOCUMENTS TO RETURN:

1. In order to be considered responsive, bidders must complete and return all the following:

- Complete and return first page of solicitation (standard form 1449), including bidder's complete mailing address, telephone number, bidder's name, title, and signature.
- Complete and return **Bid Schedule (CLINs)**.
- **SUBMIT INFORMATION REQUESTED IN FAR CLAUSE 52.212-2.**
- **Technical Capability Statement (Technical Exhibit 4)**
- **Past Performance Questionnaire (Technical Exhibit 5)**

2. Offerors must thoroughly complete the solicitation pages and assure all return pages are received by the due date and time shown on page 1 of the solicitation, at the address indicated. Completed quotation packages may be emailed to XXXXXXX@usace.army.mil. If mailed, mark envelope "Quote for Solicitation [W912EK-XX-T-XXXX](#)".

CONTRACTING DIVISION
US ARMY CORPS OF ENGINEERS
CLOCK TOWER BUILDING
PO BOX 2004
ROCK ISLAND, IL 61204-2004

A.3 SITE VISIT

A.6.1 Bidders who wish to request a site visit should contact the Lake Red Rock Administrative Office at (641) 828-7522 to schedule an appointment. The point of contact is Natural Resources Specialist Laura Conrad, telephone extension #6440.

SECTION B**BID SCHEDULE (“CLINS”)****ITEM 0001 BASE PERIOD**

	LOCATION	QUANTITY	TOTAL
0001AA	Avon	3 MOWINGS	\$
0001AB	Carlisle	3 MOWINGS	\$
0001AC	Southeast Des Moines/Southwest Pleasant Hill	3 MOWINGS	\$

GRAND TOTAL BASE YEAR	\$
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ITEM 0002 OPTION YEAR I

	LOCATION	QUANTITY	TOTAL
0002AA	Avon	3 MOWINGS	\$
0002AB	Carlisle	3 MOWINGS	\$
0002AC	Southeast Des Moines/Southwest Pleasant Hill	3 MOWINGS	\$

GRAND TOTAL OPTION YR.1	\$
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ITEM 0003 OPTION YEAR II

	LOCATION	QUANTITY	TOTAL
0003AA	Avon	3 MOWINGS	\$
0003AB	Carlisle	3 MOWINGS	\$
0003AC	Southeast Des Moines/Southwest Pleasant Hill	3 MOWINGS	\$

GRAND TOTAL OPTION YR. 2	\$
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ITEM 0004 OPTION YEAR III

	LOCATION	QUANTITY	TOTAL
0004AA	Avon	3 MOWINGS	\$
0004AB	Carlisle	3 MOWINGS	\$
0004AC	Southeast Des Moines/Southwest Pleasant Hill	3 MOWINGS	\$

GRAND TOTAL OPTION YR. 3	\$
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ITEM 0005 OPTION YEAR IV

	LOCATION	QUANTITY	TOTAL
0005AA	Avon	3 MOWINGS	\$
0005AB	Carlisle	3 MOWINGS	\$
0005AC	Southeast Des Moines/Southwest Pleasant Hill	3 MOWINGS	\$

GRAND TOTAL OPTION YR. 4	\$
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SUMMARY SCHEDULE OF PRICES

PERIOD	PRICE
TOTAL – 0001 BASE PERIOD	\$
TOTAL – 0002 OPTION YR. 1	\$
TOTAL – 0003 OPTION YR. 2	\$
TOTAL – 0004 OPTION YR. 3	\$
TOTAL – 0005 OPTION YR. 4	\$
GRAND TOTAL BASE PLUS OPTION PERIODS	\$

SECTION C
PERFORMANCE WORK STATEMENT

Levee Mowing Operations
U.S. Army Corps of Engineers
Lake Red Rock
Knoxville, Iowa

SECTION	TITLE
C-1	GENERAL INFORMATION
C-2	CONTRACTOR FURNISHED ITEMS
C-3	SPECIFIC TASKS

TECHNICAL EXHIBIT #1 MOWING LOCATION AND DETAIL MAP

TECHNICAL EXHIBIT #2 PERFORMANCE REQUIREMENT SUMMARY

TECHNICAL EXHIBIT #3 QUALITY ASSURANCE SURVEILLANCE PLAN

TECHNICAL EXHIBIT #4 TECHNICAL CAPABILITY STATEMENT

TECHNICAL EXHIBIT #5 USACE PAST PERFORMANCE QUESTIONNAIRE (PPO)

C-1 GENERAL INFORMATION

C.1.1 **BACKGROUND.** Lake Red Rock is Iowa's Largest Lake, with numerous parks and natural resource areas managed by the U.S. Army Corps of Engineers. The primary purpose of Lake Red Rock is to function as a flood control reservoir and afford flood risk management to downstream communities. A feature of the flood control reservoir is a series of three (3) levees that protect the following towns of S.E. Des Moines, Avon, and Carlisle when the reservoir is experiencing large magnitude flooding. Award will be a Firm-Fixed-Price (FFP), performance-based service contract.

C.1.2 **SCOPE OF WORK.** The Contractor shall provide all equipment, supplies, labor, manpower, fuel, transportation, and supervision necessary to perform the work described herein at various locations throughout the Lake Red Rock, Corps of Engineers (COE) managed areas. All work will be performed in accordance with the contract and inspected per the QASP.

C.1.3 **PERIOD OF PERFORMANCE.** The resulting contract will be for a base period with four (4) one (1) year option periods. Option periods will be priced and may be exercised by a contract modification, in accordance with the FAR Clause 52.217-9, Option to Extend the Term of the Contract. Performance of the Levee Mowing contract with option periods are as follows:

BASE PERIOD OF PERFORMANCE: 1 April 2023 OR contract award – 31 March 2024

OPTION PERIOD I PERIOD OF PERFORMANCE: 1 April 2024 – 31 March 2025

OPTION PERIOD II PERIOD OF PERFORMANCE: 1 April 2025 – 31 March 2026

OPTION PERIOD III PERIOD OF PERFORMANCE: 1 April 2026 – 31 March 2027

OPTION PERIOD IV PERIOD OF PERFORMANCE: 1 April 2027 – 31 March 2028

C.1.4 **REQUIRED INSURANCE.** In accordance with FAR Clause 52.228-5, Insurance-Work on a Government Installation, the Contractor shall obtain and maintain, during the period of performance under this contract, the following types and minimum dollar amounts of insurance*:

Workmen's Compensation

Coverage complying with applicable State statute**

Employer's Liability Minimum \$100,000

Commercial General Liability Minimum \$500,000 per occurrence

Commercial Automobile Liability Minimum \$200,000 per person

Minimum \$300,000 per occurrence for bodily injury Minimum \$ 20,000 per occurrence for property damage

* Reference FAR 28.307-2 Liability, subparagraphs (a), (b), and (c).

** Iowa Division of Insurance, telephone # (515) 281-5705 Division of Workers Compensation, telephone # (800) 775-2667

NOTE: Coverage listed above is minimums only. If higher limits of coverage are required by State statute, the Contractor shall be responsible for obtaining such additional coverage.

C.1.5 **PRE-WORK CONFERENCE.** After award, but prior to commencement of work, the Contracting Officer's Representative (COR) will contact the Contractor to arrange a mutually agreeable time to meet at the Lake Red Rock Project Office to review the work requirements. The Contractor shall also submit a current copy at this meeting of the following items:

C.1.5.1 **Certificate of Insurance.** The contractor shall submit a "Certificate of Insurance", with thirty (30) day cancellation clause as proof of insurance coverage.

C.1.5.2 Letter designating On-the-Job Supervisor and including phone numbers.

C.1.5.3 CPR/First Aid Certificate(s) for all employees.

C.1.5.4 **Accident Prevention Plan:** The Contractor shall prepare a written Accident Prevention Plan, IAW EM 385-1- 1, and submit it to the COR at the pre-work conference. The Safety Plan shall include at a minimum the following: analysis of job hazards, policy and procedures to minimize hazards, required employee safety equipment, and emergency contacts.

Additional meetings with the contractor may be held as necessary. Meetings shall be scheduled to take place at the project office as necessary to ensure strict compliance with the terms of the contract and to coordinate work schedules in compliance with the contract specifications.

C.1.6 **SUSTAINABLE PRODUCTS REQUIREMENTS:** The Contractor shall meet the recycled content requirements set forth by the EPA. For a list of items that qualify for use in this contract, visit the EPA website at:

<http://www3.epa.gov/epawaste/conserve/tools/cpg/products/>) for updates

The Contractor shall meet the BioPreferred Program requirements set forth by the USDA. For a list of items that qualify for use in this contract, visit the USDA website at: <http://www.biopreferred.gov/BioPreferred/faces/pages/ProductCategories.xhtml>) for updates

C.1.7 **DOCUMENTS AND CORRESPONDENCE** After award, all documents and related correspondence shall be routed through the Contracting Officer's Representative (COR) located at the Lake Red Rock Project Office.

C.1.8 **SAFETY:** Appropriate measures shall be taken to protect the public, contractor and Government personnel from accidental injury. All services shall be performed in accordance with safety requirements set forth in Corps of Engineer's Safety and Health Requirements Manual, EM 385-1-1, dated 30 November 2014, or current copy, a reference copy is available at the Lake Red Rock Project Office. The safety manual is also available at:
https://www.publications.usace.army.mil/portals/76/publications/engineermanuals/em_385-1-1.pdf Any injury, property damage or safety hazard observed by the contractor shall be immediately reported to the COR.

C.1.9 **SECURITY:**

C.1.9.1 Keys may be assigned to the Contractor for access to sites. The Contractor shall not duplicate keys and shall be accountable and return all keys to the Project Office before final payment.

General security requirements and guidance: The security requirements described below apply to all contract personnel (including employees of the prime Contractor ("Contractor") and all subcontractor employees) supporting the performance requirements of this contract. The Contractor is responsible for compliance with these security requirements. Questions regarding security matters shall be addressed to the designated Government representative (e.g., Contracting Officer Representative (COR), Requiring Activity (RA) representative, or Contracting Officer (if a COR or other RA representative is not appointed)). Contract personnel are critical to the overall security and safety of US Army Corps of Engineers (USACE) installations, facilities and activities, and security awareness training contributes to those efforts. The Department of Defense (DoD) and Army security training requirements specified below, if applicable, are performance requirements; all applicable contract personnel shall complete initial training within 30 days of contract award or the date new contract personnel begin performance on the contract. Within five business days from the completion of training, the Contractor shall provide written documentation (e.g., email or memorandum) to the Government representative. The documentation shall include the names of contract personnel trained and which training they completed; the Contractor shall maintain training records as part of their contract files and be prepared to provide copies of training certificates to the Government representative. Contractor personnel and vehicles are subject to search when entering federal installations. Additionally, all contract personnel shall comply with Force Protection Condition (FPCON) measures, Random Antiterrorism Measures (commonly referred to as "RAMs"), and Health Protection Condition (HPCON) measures. The Contractor is responsible for meeting performance requirements during elevated FPCON and/or HPCON levels in accordance with applicable RA plans and procedures --this includes identifying mission essential and non-mission essential personnel. In addition to the changes otherwise authorized by the changes clause of this contract, should the FPCON or HPCON levels at any individual facility or installation change, the Government may implement security changes that affect contract personnel. The Contractor shall ensure all contract personnel are aware of their security responsibilities, including any site-specific requirements identified in local policies or procedures.

Antiterrorism (AT) Level I training: All contract personnel requiring routine access to Army installations, facilities, and controlled access areas, or requiring network access shall complete initial and annual refresher AT Level I awareness training. Online AT Level I awareness training is available at <https://jko.jten.mil/> (website subject to change).

For Access and General Protection Policy and Procedures. All Contractors and sub-contractor

employees shall comply with installation and facility access guidelines and rules as stated herein. Contractor workforce must comply with all personal identity verification requirements as directed by Department of Defense, Department of the Army Headquarters, Rock Island District and/or local policy. In addition to the changes otherwise authorized by the Changes clause of this contract, should the Force Protection Condition (FPCON) at any installation or facility change, the Government may require changes in Contractor security matters or processes.

In support of Rock Island District evaluation of personnel authorized for access to federal facilities, the Contractor shall submit background checks that have been conducted by a bonded third party within the last 6 months of Notice to Proceed date and authorize reports to be provided to the Rock Island District Security and Law Enforcement Office by the third party. The background check will cover, at a minimum, the ten years covering states the employee has lived in, national criminal records check which includes felony and misdemeanor offenses, Department of Motor Vehicles records, and a national sex offender registry check, submitted 14 days prior to accessing the project site.

Identification Badges: The Contractor shall be responsible for furnishing a photo identification badge/card to each employee prior to the employee's work on-site, and for requiring each employee engaged on the work to display identification. At a minimum, the badge shall have the following items shown, the employee's picture, employee's name, and company name working for. The badge will be prominently displayed unless restricted for safety concerns, in which case it will be available for immediate display upon request (carried on person).

As employees are added or deleted from the submitted and approved Access Control List (ACL), this information will be reported immediately to the Contracting Officer (KO). Added employees will not be permitted on-site until requirements of this paragraph are completed, submitted, and approved.

Disqualifying factors include, but are not limited to:

- (1) Criminal conduct, in particular violent crime and sex offenders;
- (2) Habitual use of intoxicating beverages to excess as evidenced by Driving under the influence or public intoxication records; or
- (3) Any illegal activity or other disqualification which makes the individual unfit for service (e.g. drug trafficking or procurement fraud).

In addition to the submitted background checks, supplemental agency checks may be performed at the discretion of the Rock Island District security personnel. The Contractor agrees to cooperate and ensure that Contractor personnel provide any documentation required to complete these checks. Any person lacking proper identification credentials or deemed a security threat may be denied access to the project. Such action in no way relieves the Contractor from performance of the Contract. The Rock Island District retains the right to deny any Contractor and sub-contractor employee from working on a contract awarded by the Rock Island District based on final background investigation results. All information received as a result of a background check will be handled according to Privacy Act regulation.

In the event that an unexpected change in personnel is required, due to sudden absence of a critical path employee, the Contractor shall immediately contact the Contracting Officer to coordinate obtaining written approval from the Security Office for new/additional personnel to be brought on site prior to background check acceptance. Contractor shall submit *Personnel Change Request Form* and will receive written authorization from the Security Office prior to bringing new personnel on site and ensure a background check is sent to the Rock Island District Security Office no later than ten days from written notice of approval. The Rock Island District reserves the right to terminate access of the employee upon completion of the Government's review of the background check and the Contractor shall be notified immediately of any such Government decision.

In the event of an unforeseen change in work site conditions which may require a contract modification, and the contractor is required to immediately add personnel, a Personnel Change

Request Form will be submitted to and approved by the Security Office prior to bringing new personnel on site and ensure a background check is sent to the Rock Island District Security Office no later than ten days from written notice of approval. The Rock Island District reserves the right to terminate access of the employee upon completion of the Government's review of the background check and the Contractor shall be notified immediately of any such Government decision.

Subcontractor personnel not expected to be on the worksite for more than 15 days may be allowed on site with the following conditions:

- 1) Employee will be on site a total of 15 days or less, for the duration of the project.
- 2) Employee is added to the ACL as a short-term employee.
- 3) Employee is escorted while on site. This is defined as being in the line of sight of an identified contractor employee who has a background check on file with the Rock Island District (as noted on the ACL).
- 4) Each contractor employee can sponsor only five short term employees at a time.

Foreign National employees: Due to a difference in background check procedures for long term foreign national employees, all such employees must provide a photocopy of their passport to the Rock Island District Security Office NLT 30 days prior to arrival on site. Short term foreign national employees (e.g. specialists with a two week period of performance) may work on site with the following conditions:

- 1) Foreign national employee will be on site a total of 15 days or less, for the duration of the project.
- 2) Foreign national employee will comply with E-verify requirements E-verify paragraph).
- 3) Approved and identified contractor employee shall escort the foreign national employee at ALL times while on site.
- 4) Each contractor employee can sponsor only one short term foreign national at a time.

Personnel Change Request Form

Contract # _____

Date _____

We, _____, respectfully request to add/replace (circle one) personnel to the jobsite due to the following situation:

Personnel to be conditionally added to the ACL (escorted by):

Background checks (if required for a long-term employee) shall be submitted by close of business on (insert proposed date): _____

(Insert signature block)

Pre-screen candidates using E-Verify Program: Contractors shall comply with the requirements set forth in FAR clause 52.222-54 Employment Eligibility Verification and FAR Subpart 22.18 in using the E-Verify Program at (<https://www.e-verify.gov/>) (website subject to change) to meet the contract employment eligibility requirements. Contractors are encouraged to cooperate with Federal and State agencies responsible for enforcing labor requirements to include eligibility for employment under United States immigration laws in accordance with FAR 22.102-1(i). An initial list of verified/eligible candidates shall be provided to the COR no later than three business days after the initial contract award. When contracts are with individuals, the individuals will be required to complete a Form I-9, Employment Eligibility Verification, and submit it to the Contracting Officer to become part of the official contract file.

******Add the following to the bottom of the security clause section in each contract******

To protect the privacy of the Contractor, all Contractor employees, and all sub-contractor employees, background checks, OPSEC SOPs, E-verify, and I-9 forms shall be submitted with a coversheet stating the contract number (e.g. W912EK-15-C-XXXX), title of project, and the company's point of contact information, in a sealed envelope/container and mailed to:

U.S. Army Corps of Engineers
Rock Island District
Security Office
1500 Rock Island Drive
Rock Island, IL 61201

- C.1.10 **INSPECTION.** The Contractor shall inspect all work performed by employees prior to submittal of invoice to ensure that all work has been performed as described in the Scope.
- C.1.10.1 The work will be performed in accordance with contract specifications and is subject to inspection to ensure compliance with the terms of the contract and the Quality Assurance Surveillance Plan (QASP).
- C.1.10.2 The COR shall be notified within one (1) business day upon completion of each work item. Any work not meeting the specifications contained within the PWS shall be corrected within five (5) business days at the expense of the Contractor.
- C.1.11 **WORK LOCATIONS.** Work sites are in the following towns of Southeast Des Moines/Southwest Pleasant Hill, Avon, and Carlisle. Please see the levee mowing maps, attached hereto.
- C.1.12 **PAYMENT PROCEDURES.** Payment for services performed under this contract will be made after satisfactory performance of work according to schedule and upon receipt of invoice. No invoice shall be received or accepted until **Contractor inspects own performance first**. Floods, high lake pool, construction, plant dormancy, and other circumstances may prohibit access to some areas or render mowing unnecessary. If this occurs, some areas will be excluded from mowing. Exclusions will be coordinated through the COR. Payment will be made only for services performed.

Invoices shall be submitted to the Lake Red Rock Project Office, 1105 North Highway T-15, Knoxville, IA 50138. The Contractor shall submit an original invoice upon completion of work. Each invoice shall contain the following information:

Contractor's name & address as it appears on the contract number
Description of work completed
Quantity of work completed
Unit prices
Extended totals
Original Signature

- C.1.13 **TIME EXTENSIONS FOR ADVERSE WEATHER.** If adverse weather is experienced and work is delayed due to unsafe or unworkable conditions, an extension may be given by the Contracting Officer. The contractor will coordinate with the COR regarding extensions. Adverse weather must prohibit work beyond the control and without fault or negligence of the Contractor.

CONTRACTOR FURNISHED ITEMS

C.2 EQUIPMENT AND OTHER QUALIFICATIONS NECESSARY UNDER THIS CONTRACT.

- C.2.1.1 Mowing machinery shall be safe for efficient operation of the implement and its attachment(s).
- C.2.1.2 Tractors shall be of suitable size and type for intended use and must comply with Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, dated 30 November 2014, or current copy. A copy is available at the Lake Red Rock Project Office.
- C.2.1.3 All equipment must have required safety protection for the operator (i.e., Impact resistant windows, deflection plates, safety chains or other manufacturer approved protective devices on the discharge ports).
- C.2.1.4 The Contractor shall be responsible to provide all equipment needed to fulfill requirements of the contract. Equipment breakdowns do not relieve the contractor of the responsibility to complete work task order on time.
- C.2.1.5 Equipment may be stored overnight and on weekends during continuous workdays at the work sites. The Contractor must coordinate with Contracting Officer's Representative so that parking locations do not hamper public use, field accesses, gates, and is off public roadways. This shall insure Red Rock staff is aware of what and where equipment is located. The U.S. Army Corps of Engineers (USACE) assumes no liability for any damage to Contractor equipment while stored overnight and on weekends, including, but not limited to, damage caused by vandalism or tampering.

C-3

SPECIFIC TASKS

C.3 LEVEE MOWING OPERATIONS

- C.3.1 Mowing will not be permitted when operations would cause rutting. No vehicle or equipment operation is allowed outside of the mowed area. The COR will designate an area for vehicle parking and unloading equipment.
- C.3.2 Prior to mowing, the Contractor shall remove all litter, waste, obstructions and/or safety hazards. The Contractor shall be responsible for disposal costs. The Contractor shall also be alert for eroded gullies, culverts, tire hazards, etc.
- C.3.3 The Contractor shall remove limbs and other incidental obstacles that hinder mowing operation. The Contractor is responsible for the removal of limbs and trees that have fallen within the mowed areas. The Contractor shall place the cut woody material in a neat stack off the levee toe and place at the location from where it had originated. The Contractor is not responsible for large-scale, catastrophic damage to trees from tornadoes or catastrophic straight-line winds.
- C.3.4 All grass, weeds, and other vegetation shall be mowed to not less than four inches or more than six inches from levee top, side slopes and at a minimum ten feet from each side of levee toe. Terrain at some location may differ from the typical levee profile and require mowing farther from the levee toe. Visually inspect each area in person and consult COR for more information.
- C.3.5 The Contractor shall trim with string trimmer or similar tool around each gatewell, both sides of fences, gates, guardrails, footings, foundations, concrete walls, culverts, and other features within the profile of the mowed levee.
- C.3.6 The Contractor shall ensure that no uncut vegetation is left from lack of mower overlap. Once mowing is started, the Contractor shall complete the entire levee system in a manner to avoid varying height of mowed surface.
- C.3.7 The Contractor may be allowed, at Contracting Officers (CO) discretion, additional time to complete work due to inclement weather. Extensions will be coordinated through the COR.
- C.3.8 Floods, high lake pool, construction, plant dormancy, and other circumstances as determined by CO, may prohibit access to some areas or render mowing unnecessary. If this occurs, some areas will be excluded from mowing. Exclusions will be coordinated through the COR. Payment will be made only for services performed.

C.3.9 TIME PERIOD

C.3.9.1 Mowing and trash removal shall be performed three times per year:

- First mowing – Initiated and completed between May 1-31.
- Second mowing – Initiated and completed between July 1-31.
- Third mowing – Initiated and completed between September 1 – 30.

C.3.10 LEVEE DETAILS.

C.3.10.1 The Carlisle levee protects low lying areas of the community on parts of the south, east and north sides. Total length is approximately 1.33 miles. Approximate total acreage is 17.5 acres. There is one gravity flow gatewell, one sanitary sewer gatewell and fences.

C.3.10.2 The Avon levee protects the south, east and north sides of Avon. Approximate total length is 2.1 miles. Approximate total acreage is 25.3 acres. There are two gravity flow gatewells.

C.3.10.3 The Southeast Des Moines/Southwest Pleasant Hill levee starts at the Old Carlisle Road ramp and gate, located at the southeast corner of the City of Des Moines sewage treatment plant to the end of levee west of the Hallett Materials sand and gravel pit. Approximate total length is 4.8 miles. Approximate total acreage is 48 acres.


TECHNICAL EXHIBIT #1


MOWING LOCATION AND DETAIL MAPS


Avon Levee

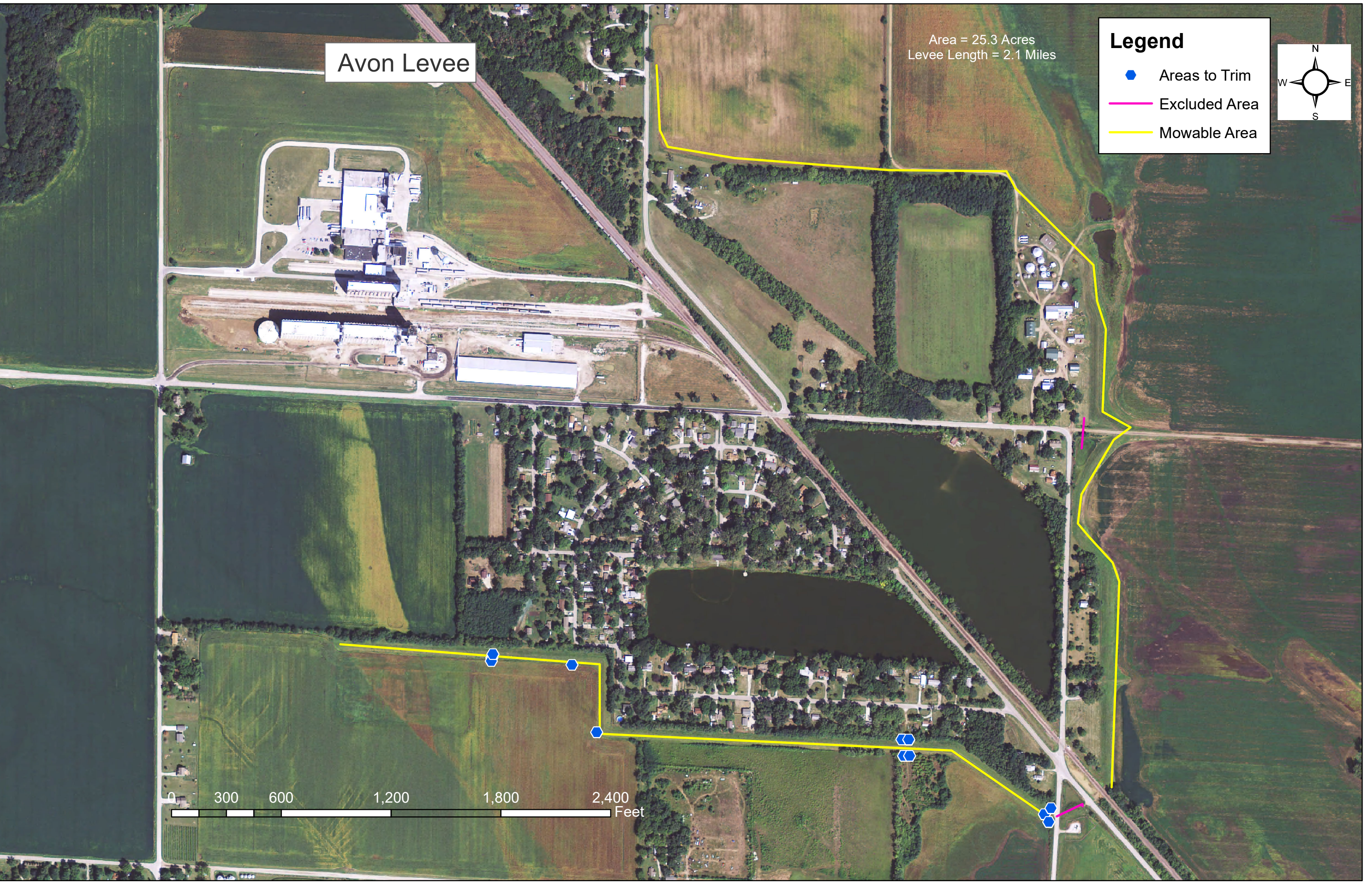
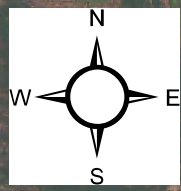
Area = 25.3 Acres
Levee Length = 2.1 Miles

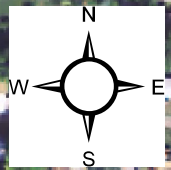
Legend

 Areas to Trim

 Excluded Area

 Movable Area





Carlisle Levee

Area = 17.5 Acres
Levee Length = 1.33 miles

School St

Legend

- Areas to Trim
- Access Lane
- Excluded Area
- Area to Trim
- Movable Area

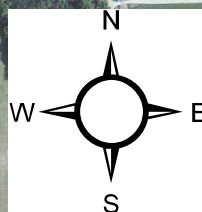


Southeast Des Moines/SW Pleasant Hill Levee

Area = 48 Acres
Levee Length = 4.8 Miles

Legend

- Areas to Trim
- Excluded Area
- Mowable Area
- Area to Trim



0 500 1,000 2,000 3,000 4,000 Feet

TECHNICAL EXHIBIT #2

PERFORMANCE REQUIREMENT SUMMARY LEVEE MOWING SERVICES SCHEDULE

95% compliance is required (5% maximum defect allowed)

SERVICE	MAY	JULY	SEPTEMBER
LEVEE MOWING	X	X	X
MOWING HEIGHT 4-6 INCHES	X	X	X
MOWING COMPLETE – CROWN, SIDE SLOPES, AND TOE	X	X	X
TRIMMING COMPLETE	X	X	X
GARBAGE PICKED UP	X	X	X
LIMBS INHIBITING MOWING REMOVED	X	X	X

TECHNICAL EXHIBIT #3

QUALITY ASSURANCE SURVEILLANCE PLAN

Purpose: This Quality Assurance Surveillance Plan (QASP) is a government developed and applied document used to make sure that systematic quality assurance methods are used in the administration of the Performance Based Service Contract (PBSC) standards included in this contract. The intent is to ensure that the contractor performs in accordance with performance metrics set forth in the contract documents, that the Government receives the quality of services called for in the contract, and that the Government only pays for the acceptable level of services received.

Critical performance processes and requirements. Critical to the performance of the contract, the contractor shall provide all personnel equipment, tools, materials, supervision, transportation, other items and services necessary to perform as defined in this Performance Work Statement (PWS). The contractor shall provide accurate transaction processing to ensure that material accountability comply with safety and security requirements, in accordance with this PWS. Additionally, the contractor shall be accountable for all auditable documents, establish/maintain effective quality, and perform required within prescribed timeframes. The performance process is the timely, accurate, and thorough completion of all contract requirements.

Performance Standards

Schedule. The dates for services and the actual accomplishment of the services in accordance with the schedule will be assessed against original dates of services and milestones established for the contract.

Service. The services required to be performed will be assessed against the PWS detailed in the contract, for the required content, quality, timeliness, and accuracy.

Past Performance. In addition to schedule and services, and cost aspects of performance discussed above, pursuant to FAR 42.15, the Government will assess the contractor's record of conforming to contract requirements and to standards of good workmanship, the contractor's adherence to contract schedules including the administrative aspects of performance, the contractor's history of reasonable and cooperative behavior and commitment to customer satisfaction, and the contractor's business-like concern for the interest of the customer.

Surveillance methods. The primary methods of surveillance used to monitor performance of this contract will include, but not be limited to: random or planned sampling, periodic inspection, Contractor Self Reporting, and validated customer complaints.

Random/Scheduled Monitoring. Random and/or scheduled monitoring will be conducted if and when deemed necessary by the COR to ensure compliance with the terms of the contract. Using the attached matrix the COR will determine whether the contractor is in compliance with the terms of the contract.

Contractor Self-Reporting. The contractor shall provide as needed status reports that document significant problems/issues and potential resolutions.

Customer Feedback. Customer feedback will be obtained from valid customer complaints. Customer complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the complaint; must be signed and must be forwarded to the COR by the contractor. The contractor shall maintain a log of all customer complaints as well as a copy of each complaint in a documentation file. The COR may request to review the log and/or documentation file at any time.

Performance Measurement: Performance will be measured in accordance with the following table:

Performance-Based Matrix

Performance Element	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level
Contract Services	Contract Services furnished as prescribed in the PWS as applicable.	Inspection by the COR	Random inspection of all sampling of contract services.	>95% of services inspected performed timely and without rework required.
Overall Contract Performance	Overall contract performance of sufficient quality to earn a Satisfactory (or higher) rating in the COR's annual report on contractor performance	Assessment by the COR	Annual	All service elements rated Satisfactory (or higher) Satisfactory = 95% or above average contract acceptable random sampling
Contractor Self Reporting	Contract Services furnished as prescribed in the PWS as applicable.	Contractor Self Reports	Monthly	>95% of services reported performed timely and without rework required.
Customer Feedback	Customer complaints reviewed by COR	Inspection by the COR	Per Occurrence	100% of valid customer complaints resolved

Invoicing	Monthly invoices per contract procedures are timely and accurate.	Review & acceptance of the invoice by COR	Monthly	100% accuracy
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Incentives/Disincentives:

For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within 5 days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractor's past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken.

In accordance with the inspection of services provisions of the contract (52.212-4 (a) Inspection/Acceptance), the contractor will provide quality products in a timely manner since the Government can require the contractor, at no additional cost, to replace or correct work at fails to meet contract requirements.

TECHNICAL EXHIBIT #4

TECHNICAL CAPABILITY STATEMENT
(OFFERORS MUST COMPLETE)

The Offeror SHALL provide sufficient documentation of their technical capability, such as experience of the company and/or the key personnel and crew who will be performing the work, resumes, equipment lists, etc. or other information to enable the Government to determine the company's capability on projects of similar type, size, scope and complexity.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

TECHNICAL EXHIBIT #5

USACE PAST PERFORMANCE QUESTIONNAIRE (PPQ)

(OFFERORS MUST COMPLETE)

AGENCY/COMPANY THAT WORK WAS PERFORMED FOR: _____

POINT OF CONTACT & TELEPHONE NUMBER: _____

DATES SERVICES PROVIDED: _____

BRIEF DESCRIPTION OF SERVICES PROVIDED: _____

AGENCY/COMPANY THAT WORK WAS PERFORMED FOR: _____

POINT OF CONTACT & TELEPHONE NUMBER: _____

DATES SERVICES PROVIDED: _____

BRIEF DESCRIPTION OF SERVICES PROVIDED: _____

AGENCY/COMPANY THAT WORK WAS PERFORMED FOR: _____

POINT OF CONTACT & TELEPHONE NUMBER: _____

DATES SERVICES PROVIDED: _____

BRIEF DESCRIPTION OF SERVICES PROVIDED: _____
