

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER		PAGE 1 OF 41		
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER		5. SOLICITATION NUMBER HQ0034-11-R-0076		6. SOLICITATION ISSUE DATE 15-Jul-2011	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME BINH HO			b. TELEPHONE NUMBER (No Collect Calls) 703-693-8384		8. OFFER DUE DATE/LOCAL TIME 02:00 PM 15 Aug 2011	
9. ISSUED BY WHS - ACQUISITION DIRECTORATE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155 TEL: FAX:		CODE HQ0034	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100% FOR <input checked="" type="checkbox"/> SB <input type="checkbox"/> HUBZONE SB <input type="checkbox"/> 8(A) <input type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB SIZE STD: \$35.5M NAICS: 561210			11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP		12. DISCOUNT TERMS
15. DELIVER TO		CODE	16. ADMINISTERED BY				CODE	
SEE SCHEDULE								
17a. CONTRACTOR/OFFEROR		CODE	18a. PAYMENT WILL BE MADE BY				CODE	
TEL.		FACILITY CODE	CODE					
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER			18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT	
	SEE SCHEDULE							
25. ACCOUNTING AND APPROPRIATION DATA					26. TOTAL AWARD AMOUNT (For Govt. Use Only)			
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED								
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED								
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>1</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. <input checked="" type="checkbox"/>				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:				
30a. SIGNATURE OF OFFEROR/CONTRACTOR			31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		31c. DATE SIGNED			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)					
			TEL: EMAIL:					

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
(CONTINUED)**

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
<p>SEE SCHEDULE</p>					

32a. QUANTITY IN COLUMN 21 HAS BEEN
 RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				

38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (<i>Print</i>)		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT (<i>Location</i>)	
		42c. DATE REC'D (<i>YY/MM/DD</i>)	42d. TOTAL CONTAINERS

Section SF 1449 - CONTINUATION SHEET

PWS

1. General. The Contractor shall provide all labor, equipment, tools, materials and qualified supervision necessary to ensure that the kitchen exhaust systems, grease trap systems and sewage lift and holding systems are cleaned to bare metal and concrete at various locations within the Pentagon and on the Pentagon Reservation, excluding Raven Rock Mountain Complex (RRMC).

1. Scope.

1.1 Overview. The intent of the work is to provide cleaning services of the systems in this PWS to ensure reliability and proper operation and functionality of the utilities at the Pentagon.

1.2 Kitchen Exhaust Systems.

- 1.2.1 The Contractor shall inspect and clean all specified kitchen duct and exhaust systems in accordance with NFPA Standard 96, other applicable local, state, and federal regulations and procedures and this statement of work. Kitchens Exhaust Systems are listed in Table 1. The Contractor and the Government quality assurance inspector shall review the current status of all ducts, and exhaust systems included in this contract before servicing is to take place.
- 1.2.2 Prior to commencement of cleaning operations, ceilings and walls shall be protected from damages due to accessing ducts or other parts of the exhaust system. All kitchen equipment, countertops, shelves, and other items shall be covered to prevent contamination during cleaning operations. The Contractor shall cover all surfaces underneath hoods and ducts to prevent grease, oil or cleaning solution damage.
- 1.2.3 If equipment must be moved for cleaning, the Contractor must coordinate with Pentagon Building Management Office Contracting Officer Representative (COR).
- 1.2.4 Positive cleaning methods shall include but not be limited to manual removal of solidified, semi-solidified, or liquid cooking grease buildup by low pressure application of approved detergents, wash/rinse processes utilizing high pressure hot water or saturated steam cleaning.
- 1.2.5 No flammable solvents or other flammable cleaning aids shall be used in accomplishing services described in this contract.
- 1.2.6 Cleaning shall remove all grease accumulation throughout the entire kitchen exhaust system; thereby exposing bare metal in accordance with NFPA 96, as measured by a grease depth gauge.
- 1.2.7 Cleaning shall include but is not limited to the interior and exterior surface of hoods, fan housings, fans, vertical duct work, horizontal duct work, drip wells, grease receivers, filter racks, filters, water wash baffles and the chambers behind the filters. The Contractor shall dismantle hood components where applicable.
- 1.2.8 Cleaning shall include the exterior surfaces of fire extinguishing system pipes, nozzles, conduits, and detector brackets within the hood and duct.

- 1.2.9 Care shall be taken by the Contractor not to apply cleaning chemicals on fusible links or other detection devices or the automatic extinguishing system. Fusible links must be cleaned.

Table 1. List of Kitchen Exhaust Systems

Item No.	Kitchen Hood	Location	Riser	Fan No.	Minimum Inspection/Cleaning Frequency
1	PLC#2 Main	BJ945B	PLC2	PL-MJ953-01	3-Months
2	PLC#2 Prep	BH949A	PLC2	PL-MJ953-02	3-Months
3	Pazzo's Pizza	3/4 Cafe	COR 3	FRC-303	3-Months
4	Stacker's Deli	3/4 Cafe	COR 3	FRC-304	3-Months
5	Habañeros	3/4 Cafe	COR 4	FRB-405	3-Months
6	Pickens' Chicken	3/4 Cafe	COR 4	FRB-407	3-Months
7	SLDF#1 - ARMY	3D558	COR5	W2-EF-24	3-Months
8	AFP – AIR FORCE	4D868	COR8	W3-EF-54	3-Months
9	CDR - JCS	2E861	COR8	W3-EF-50	3-Months
10	OSD	3E859	COR8	W3-EF-49	3-Months
11	SLDF#2 NAVY 1	4D733	COR7	W3-EF-60	3-Months
12	SLDF#2 NAVY 2	4D733	COR7	W3-EF-62	3-Months
13	Dominic's BC Cafe	BC Cafe	COR7/8	W3-EF-40	3-Months
14	McDonald's	7/8 Cafe	COR7	W3-EF-34	3-Months
15	Taco Bell	7/8 Cafe	COR7	W3-EF-35	3-Months
16	Dunkin Donuts	7/8 Cafe	COR7	W3-EF-36	3-Months
17	Panda	7/8 Cafe	COR8	W3-EF-37	3-Months
18	Sbarro	7/8 Cafe	COR8	W3-EF-38	3-Months
19	CCY Café Main4V	CCY	CCY	EF-RY670-01	3-Months
20	CCY Café Prep	CCY	CCY	EF-RY670-02	3-Months
21	Sr. Army Kitchen	3D716	COR 7	EF-3D724	3-Months
22	Dominic's	10/1 Cafe	COR1 &10	W4-EF-50	3-Months
23	PDR Kitchen	10/1 Cafe	COR1&10	W4-EF-48	3-Months
24	Burger King	10/1 Cafe	COR1&10	W4-EF-46	3-Months
25	Market Basket	10/1 Cafe	COR1&10	W4-EF-39	3-Months
26	Popeye's	10/1 Cafe	COR1&10	W4-EF-49	3-Months
27	Surf City	10/1 Cafe	COR1&10	W4-EF-45	3-Months
28	Subway	10/1 Cafe	COR1&10	W4-EF-51	3-Months
29	Dunkin Donuts	10/1 Cafe	COR1&10	W4-EF-42	3-Months

1.3 Grease Trap Systems.

- 1.3.1 The Contractor shall clean grease traps in accordance with manufacture recommendations and the Performance Objectives.
- 1.3.2 The Contractor shall inform the COR in writing if frequency of cleanings needs to be adjusted to ensure proper grease interceptor operation.

- 1.3.3 The Contractor shall jet wash drain lines as needed beginning **at the source** of floor drains in the kitchens to the grease interceptors in order to maintain proper waste water discharge, preventing grease build up in drain lines and traps.
- 1.3.4 The Contractor shall provide all tools, and labor, necessary to remove and replace Interceptor containment lids in accordance with manufacture specifications.
- 1.3.5 The Contractor shall provide the Government with cleaning procedures two weeks prior to be followed for grease interceptor cleaning. The Contractor shall inform the Government of changes to cleaning procedures.
- 1.3.6 The Contractor shall notify the COR in writing of any defective containment seals or lid bolts in need of replacement within one week of cleaning and conduct the necessary repairs to return the equipment to normal operation within two-weeks..
- 1.3.7 If any equipment must be moved for cleaning, the Contractor must coordinate with the COR in advance.
- 1.3.8 Positive cleaning methods shall include but not be limited to manual removal of solidified, semi-solidified, or liquid cooking grease buildup by low pressure application of approved detergents, wash/rinse processes utilizing high pressure hot water or saturated steam cleaning.
- 1.3.9 No flammable solvents or other flammable cleaning aids shall be used in accomplishing services described in this contract.
- 1.3.10 Cleaning shall remove all grease accumulation throughout the entire Grease Trap system thereby exposing bare metal. Cleaning shall include but is not limited to the interior and exterior surface of Grease Trap and waffles. Cleaning shall include the immediate area surrounding the grease traps and prevent accumulation of grease and debris.

Table 2. List of Grease Trap Systems

Equipment #	Location / Description	Model #	Minimum Cleaning Frequency
GI-1	BH949A - PLC2 / Kitchen	Z1165 - 100	2-Weeks
GI-2	1B440 - 3/4 - Elevator Bank	Z1172 - 600	2-Weeks
GI-3	1D556 - Corridor 5	Z1172 - 1200	2-Weeks
GI-4	1B758 - 7/8 - Elevator Bank	Z1172 - 1000	2-Weeks
GI-5	1E747 - Corridor 7	Z1172 - 1200	2-Weeks
GI-6	BC843A - DODCC Kitchen	Z1170 - 100	2-Weeks
GI-7	1C856A - Corridor 8	Z1172 - 1200	2-Weeks

GI-8	1CYC663 - CCY Kitchen	Z1165 - 300	2-Weeks
GI-9	1C1071 - Corridor 10	Z1172 - 1700	2-Weeks
GI-10	1C124 Corridor 10.5	Z1172 - 1700	2-Weeks

1.4 Sewage Lift Stations.

- 1.4.1 The Contractor shall pump out sewage, pressure wash and clean the Sewage Lift Station Pits in accordance with manufacturer’s recommendations and the Performance Objectives.
- 1.4.2 The Contractor shall jet wash main sewage drain lines as needed so that sewage flows to and from the pit without any restriction.

Table 3. List of Sewage Lift Stations

Equipment #	Location / Description	Minimum Cleaning Frequency
1	Moat Pit outside the building near Mall	Semi-annual
2	PLC2 Pit Outside the Building.	Semi-annual
3	PAC Pit Inside the Building room BG-645	Semi-annual
4	MEF Pit outside the Building near Metro Escalators	Semi-annual
5	Corridor 1&2 Pit outside the Building near A/E drive entrance	Semi-annual
6	Old Child Care Center (CDC) Pit outside the Building	Semi-annual

1.5 Sewage Holding Tanks.

- 1.5.1 The Contractor shall clean and pump out sewage holding tanks in accordance with manufacture recommendations and with the results described in the Performance Objectives.
- 1.5.2 The Contractor shall jet wash main sewage drain lines as needed so that sewage flows to and from the holding tank without any restriction.
- 1.5.3 The Government has called for twenty one (21) services in the last twelve (12) month period. The Contractor has to determine his own frequency. The Contractor shall be

prepared to empty the tanks in inclement weather as the tanks fill up quickly during rain and snow.

Table 4. List of Sewage Holding Tanks

Equipment #	Location / Description	Minimum Cleaning Frequency
Sewage Holding tanks.	Two (2) underground tanks each 1800 gallons approx. In Modular office Complex (MOC) Building.	As needed to avoid alarms
Sewage Holding Tank	One (1) underground 5000 gallons approx. for K-9 Team near old east loading dock.	As needed

- 1.6 Contractor Minimum Qualifications. The Contractor shall be a Certified Exhaust Cleaning Company or a company that employs Certified Exhaust Cleaners that possess Plumbing Licenses. Acceptable certification bodies include Phil Ackland Certification, International Kitchen Exhaust Cleaning Association (IKECA) or a Kitchen Exhaust Cleaners Training and Certification Program created in compliance with ISO 9001. The Contractor shall have a crew leader/supervisor onsite for the duration of the cleaning operation that has holds either an IKECA Certified Exhaust Cleaning Specialist (CECS) or Certified Kitchen Exhaust Cleaner (CKEC) Certification from a training program created in compliance with ISO 9001. The Contractor shall be knowledgeable of National Fire Protection Association (NFPA) 96 – Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations and Federal Occupational Safety and Health (OSHA) Standards. At least one individual per work team shall be able to understand and speak conversational English. Crew leader/supervisor shall be able to read, write and understand technical English.
- 1.7 Hours of Operation. The Contractor shall coordinate all work with building management. Cleaning services will be performed as follows:
 - 1.7.1 Kitchen Exhaust Systems: Off hours after 5:00 PM and Saturday hours from 7:30 AM to 4:00 PM.
 - 1.7.2 Grease Traps Systems: Off hours after 5:00 PM and Saturday hours from 7:30 AM to 4:00 PM.
 - 1.7.3 Sewage Lift Stations: Normal working hours Monday to Friday from 7:30 AM to 4:00 PM except PAC Sewage pit which requires cleaning on Saturdays.
 - 1.7.4 Sewage Holding Tanks: Normal working hours Monday to Friday from 6:00 AM to 5:00 PM.
- 1.8 The Contractor shall respond to emergency calls within 30 minutes and be on site within two (2) hours for all services listed under section 2.7 for repairs and cleaning.
- 1.9 The Contractor shall dispose of all waste/material in accordance with applicable Federal, Commonwealth of Virginia, and local rules/regulations. Copies of all waste manifests for Pentagon solid wastes will be provided to the COR.

- 1.10 The Contractor shall remove and reinstall all items (i.e. access panels, grease filters, etc) as needed to be cleaned or to access areas to be cleaned.
- 1.11 The Contractor shall post a certificate no more than four hours after the successful completion of work at each piece of equipment indicating the date of cleaning, the date of the next service, the name of the company, all areas not cleaned and company contact information.
- 1.12 When cleaning procedures are completed, all access panels, doors, cover plates and any other associated closing mechanisms shall be restored to their normal operational condition. The Contractor shall also bring all systems back to the original status and clean their work area. The Contractor should not leave anything behind.
- 1.13 When an access panel is removed, a Contractor company label or tag preprinted with the name of the Contractor and giving the date of inspection or cleaning shall be affixed near the affected access panels.
- 1.14 Vehicle height access into the Pentagon is limited to **10 feet - 4 inches** due to roadway restrictions. The Contractor shall utilize vehicles that will adequately clear this height restriction.
- 1.15 The Contractor shall be prepared to identify specific work areas (if any) of the systems included in this PWS that are inaccessible, or not possible to clean and provide solutions that allow for cleaning. This work shall be accomplished within three (3) months. Upon execution of the solutions or their equivalency [as determined by WHS/DFD], the Contractor shall be prepared and capable of inspecting and cleaning all areas and surfaces of the systems included in this PWS to bare metal and concrete.
- 1.16 Minor Repairs. The Contractor is responsible for minor repairs up to \$2,000 (labor plus material). This cost is included in the contract firm-fixed price with an estimate of five (5) minor repairs required per year. Minor repair are repair work that is required to return or maintain a system or component to proper operating condition. Minor repairs may include repair of closing mechanisms, gaskets or other work features required to keep the systems in this PWS operational. Minor repairs may also include off-schedule cleaning in support of unscheduled maintenance requirements.
- 1.17 Damage to Government Property. The Contractor shall report all damages to U.S. Government property within one hour after occurrence. All damage caused by the Contractor shall be corrected by the Contractor at the Contractor's expense without charge to the Government.
- 1.18 Occupational Safety and Health. The Contractor shall perform all work in strict accordance with the highest safety standards and applicable codes in order to eliminate the possibility of damage to installed machinery, equipment and building structures.
- 1.19 Lock Out Tag Out. The Contractor shall perform all necessary lock out/tag out in accordance with 29 CFR 1910.147 for the performance of this contract prior to the start of the cleaning process ensuring that all gas systems, electrical switches, and system components that may be accidentally activated shall be locked, pinned, protectively covered and/or sealed. All necessary lock out/tag out procedures shall be accomplished in conjunction with the Pentagon Mechanical and Electrical System Programs. When all cleaning has been completed, the Pentagon Mechanical and Electrical System Programs shall return the system components to an operable state. All access doors utilized during cleaning shall be replaced and fastened.

- 1.20 Confined Space Entry. It is anticipated that the Contractor will need to enter some of the sewage pit systems to perform the cleaning function. Prior to performing any work, the Contractor shall file for and obtain a confined space entry permit from the Pentagon Safety and Environmental Management Branch (SEMB) (703-693-3683) for any bodily entry into the pit system for cleaning. The Pentagon SEMB office hours are from 0630-1700, M-F. The Contractor is responsible for providing necessary confined space training to the Contractor personnel in accordance with 29 CFR 1910.146 and shall provide documentation of referred training to Pentagon SEMB. Permits will not be issued without proof of current training for all Contractor personnel involved in the confined space entry.
 - 1.21 Tie Offs. The government will supply safe access to all access openings and fans. Where ducts or fans are located near the outside edges of buildings, OSHA approved fall restraint docking devices will be required by the Contractor. The Pentagon will work with the Contractor to properly place suitable docking devices.
 - 1.22 Material Safety Data Sheets. The Contractor shall submit for approval the desired cleaning solution's Material Safety Data Sheets to the Pentagon Safety and Health Office prior to the commencement of cleaning activities. All material, chemical and liquids which require handling storage, containment and disposal shall be responsibility of the Contractor.
 - 1.23 Waste Water Removal. The Contractor shall remove all debris and waste water generated from cleaning operations and dispose of the removed material at an approved off site location or through the facilities grease trap in accordance with local and federal waste disposal laws.
 - 1.24 Contractor shall submit requests for Building Passes and vehicle entrance at least two weeks in advance for processing. Personnel that fail to meet required security clearances are not authorized to work on the Pentagon Reservation.
 - 1.25 The Contractor shall participate in a monthly progress meeting to review all completed work, upcoming work, schedule, invoicing and payment and any other issues that may arise. The Contractor is responsible for maintaining minutes from the progress meetings and shall submit them to the COR for Government review within 48 hours of the meeting.
2. Government Furnished Items. The Government shall provide the following property services equipment in support.
 - 2.1 Utilities. The Government will furnish electricity and water in the performance of services in this contract. The Government is not responsible for furnishing adaptors for connecting contractor-furnished equipment to government-furnished utilities.
 - 2.2 Equipment. The Government will provide lifting handles for GI-9 & GI-10 Grease Interceptors, as identified in the equipment location list. The Contractor will sign for all government supplied equipment and return at the end of the contract expiration date.
3. Deliverables.
 - 3.1 The Contractor shall submit a schedule of services for Government review and acceptance for the contract years within 30 calendar days of contract award.
 - 3.1.1 Any changes to the scheduled shall be provided to the COR no later than 21 days prior to the change taking affect.
 - 3.1.2 The schedule shall include the starting time and duration of cleaning activities.

- 3.1.3 The schedule shall accommodate tenant schedules and ongoing events in workspaces and adjacent areas.
- 3.2 The Contractor shall provide a written report/document within 24 hours after the cleaning of each system verifying that cleaning was performed in accordance with NFPA 96. The report shall include any areas where cleaning could not be accomplished and why the cleaning was not accomplished. The report shall also include any system components that were found deficient during cleaning.
- 3.3 All written reports shall be submitted in electronic format to the COR.
- 4. Quality Assurance Surveillance Plan. The following Quality Assurance Surveillance Plan (QASP) has been developed to evaluate Contractor actions while implementing this PWS. It is designed to provide an effective surveillance method of monitoring Contractor performance for each listed objective on the Service Delivery Summary (SDS) in the maintenance contract. The QASP provides a systematic method to evaluate the services the Contractor is required to furnish. This QASP is based on the premise the government desires to maintain a quality standard in operating, maintaining, and repairing facilities and that a service contract to provide the service is the best means of achieving that objective.
 - 4.1 QASP Responsibilities. The Contractor is responsible for management and quality control actions to meet the terms of the contract. The role of the Government is quality assurance to ensure contract standards are achieved. The Government will periodically evaluate the Contractor’s performance in accordance with the most recent edition of NFPA 96 and additional safety and documentation performance objectives outlined in Table 5. Inspections shall be conducted without notice. All issues found will be brought to the attention of the Contracting Officer.
 - 4.2 QASP Application. In this contract the quality control program is the driver for product quality. The Contractor is required to develop a comprehensive program of inspections and monitoring actions. The first major step to ensuring a “self-correcting” contract is to ensure that the quality control program approved at the beginning of the contract provides the measures needed to lead the Contractor to success. Careful application of the process and standards presented in the remainder of this document will ensure an effective quality assurance program.
 - 4.3 Contractor Quality Control. The Contractor shall develop and maintain a quality program to ensure cleaning services are performed in accordance with the NFPA Standard 96 and other commonly accepted commercial practices. The Contractor shall inspect, measure, and record grease accumulation depth before beginning work. The Contractor shall develop and implement procedures to assure work is being completed to the expected standards and identify and correct in a timely manner any non-conformance, unsafe, or inadequate workmanship. The Contractor must identify to the COR the specific quality control inspector to notify in case of customer complaints.
 - 4.4 Surveillance. The Government Quality Assurance Inspector or third party inspector working on behalf of the Government may conduct post inspection cleaning assessments of the work completed in accordance with the most recent edition of NFPA 96. Work found unsuitable must be corrected by the Contractor within three working days of notification of the issues identified as unsatisfactory by the COR. This work correction i.e. re-cleaning, repairs, etc., shall be completed at no addition charge.

Table 5. Performance Objectives

Performance Objective	SOW Sections	Performance Threshold
Perform Cleaning Services for Kitchen Duct and	2.2, 2.3, 2.4,	No more than 1 documented failure to

Exhaust Systems (including fans), Grease Traps, Sewage Pump Pits and Sewage Holding Tanks. Systems are cleaned and procedures are followed as specified.	2.5	clean in accordance with NFPA 96 or call back for additional cleaning based on the performance of a Quality Assurance check per quarter.
Posting Certification of Work.	2.11	No documented cases of missed posting of the certification per year.
Perform Inspections. Provide a written report/document within 24 hours after the cleaning of each system verifying that cleaning was performed in accordance with NFPA 96.	4.2	No more than 1 missed inspection/report within the specified timeframe per year.
Performance of Lock out/Tag out.	2.19	No documented cases of non-adherence to lock out/tag out procedures.
Obtaining Confined Space Entry Permit and proper confined space entry.	2.20	No documented cases non-adherence to confined space procedures (both obtaining a permit and following confined space entry procedures).
Notification Requirements: Notify Fire Marshal and COR of dates and times of service no later than the 5 th day of the month.	4.1.1	98% of the time.
Adherence to Schedule: Perform services on hoods, duct system, sewage pit and holding tank cleaning on date/time originally scheduled.	4.1.2	98% of the time.
Reports: Submit computer generated reports within five (5) business days of service to Fire Marshall and COR.	4.3	98% of the time

INSTRUCTIONS TO BIDDERS

Instructions, Conditions and Notices to Bidders

PROPOSAL REQUIREMENTS

1.1 This section provides general guidance for preparing proposals as well as specific instructions on the format and content of the proposal. The offeror's proposal must include all data and information and must be submitted in accordance with these instructions. Any offeror who submits proposal that does not include all the required information as described in this section may be considered ineligible for award. The offer shall be compliant with the requirements as stated in the Performance Work Statement (PWS) and Attachments as well as the terms and conditions of the Request for Proposal (RFP). Non-conformance with the instructions provided may result in an unfavorable proposal evaluation. Proposals that are submitted after the submission deadline will be rejected and not considered for evaluation. Material contained in proposals that exceed the requisite page limit will be disregarded and not considered in the evaluation.

1.2 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 provide convincing, factually-based explanation on how the offeror intends to meet these requirements. Offerors shall assume that the Government has no prior knowledge of their facilities and experience, and will base its evaluation on the information presented in the offeror's proposal.

1.3 Elaborate brochures or documentation, binding, detailed artwork, or other embellishments are unnecessary and are not desired.

1.4 The proposal acceptance period is a minimum of 120 calendar days from date of submission. The offeror shall make a clear statement in the proposal documentation volume that the proposal is valid until this date.

1.5 In accordance with Federal Acquisition Regulation (FAR) Subpart 4.805(b)(5)(i) (Storage, handling, and disposal of contract files), the Government will retain one copy of all unsuccessful proposals. Unless the offeror requests otherwise, the Government will destroy extra copies of such unsuccessful proposals.

1.6 Debriefings

The KO will promptly notify offerors of any decision to exclude them from the competitive range, whereupon they may request and receive a debriefing.

1.7 Discrepancies

If an offeror believes that the requirements in these instructions contain an error, omission, or are otherwise unsound, the offeror shall immediately notify the KO in writing with supporting rationale. The offeror is reminded that the Government reserves the right to award this effort based on the initial proposal, as received, without discussions.

1.8 Electronic Reference Documents

All referenced documents for this solicitation are available on the Federal Business Opportunities (FedBizOpps) web site at <http://www.fbo.gov>. Potential offerors are encouraged to subscribe for real-time e-mail notifications when information has been posted to the website for this solicitation.

1.9 Amendments to Solicitation

Changes to the solicitation prior to the deadline for receipt of proposals will be executed via issuance of SF-30, which will contain a summary of changes to the solicitation. The SF-30 will be available on <http://www.fbo.gov> under the announcement number of the solicitation. Offerors are encouraged to check the solicitation announcement regularly to verify issuance of amendments. Offerors shall acknowledge receipt of any amendment and provide confirmation upon submission of the offeror's proposal. Any unacknowledged amendments in the offeror's proposal will be considered incomplete.

2. PROPOSAL SUBMISSION INSTRUCTIONS

2.1 Document Submission: Proposals must be completed and returned to the below address prior to the exact time and location set forth for the closing of proposals, see Block 10 of the SF1449. Late proposals will not be accepted. All documents shall be sent to:

E-Mail: Binh.Ho.Ctr@Whs.mil

OR

Hand delivered to 100 Boundary Channel Drive, Arlington, VA 22202

OR

ATTN: Binh Ho

100 Boundary Channel Drive, STE D104
Arlington, VA 22202

***NOTE: The box shall be marked "DO NOT OPEN/ RFP HQ0034-11-R-0076." Telegraphic offers are not acceptable. All proposal responses must be sealed when submitted. Deliveries are subject to processing at the Remote Delivery Facility with can add 2-5 business days to the delivery timeframe. Offerors are still responsible for ensuring the offer reaches the designated address by the time specified.

Any formal communications such as requests for clarifications and/or information concerning this solicitation must be submitted in writing via email to the following:

E-Mail: Binh.Ho.Ctr@whs.mil

2.2 Submission, Modification, Revision, and Withdrawal of Proposals

Proposals and modifications to proposals shall be submitted in sealed envelopes or packages in paper media and electronic media addressed to the KO at the address shown above, and showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror.

Proposals must be submitted in one of the following two methods:

(1) Via E-mail at Binh.Ho.Ctr@Whs.mil

(2) Hand Delivery: The proposals may be hand delivered to the address referenced in section 2.1. Offerors must notify the Government via E-Mail at Binh.Ho.Ctr@Whs.mil or telephone at 703-693-8384 to coordinate the hand delivery and receipt of proposal.

(3) FedEx/UPS: The proposals may be sent via FedEx or UPS to the address referenced in section 2.1.

*The use of United States Postal Service (USPS) for the submission of proposals is NOT recommended as it may significantly delay the receipt of proposals by the Government for evaluation.

2.3 Page Limitations and Number of Copies

The number of copies to be provided from each offeror is cited below. Each copy shall be marked clearly as "original" or "duplicate copy". Page limitations shall be treated as maximums. If exceeded, the excess pages will not be read nor considered in the evaluation of the proposal. Page limitations may also be placed on responses to Evaluation Notices (ENs). The specified page limits for EN responses will be identified in the letters forwarding the ENs to the offerors. Each page shall be counted except the following: blank pages, title pages, tables of contents, tabs, glossaries, and those parts of the Proposal noted as unlimited. Documents referenced or incorporated in a proposal will be counted as part of the proposal and considered in determining whether the page limit has been exceeded.

1) Volume I: Past Performance Information – Two (2) complete copies and one (1) electronic copy;
Volume limited to five (5) pages

2) Volume II: Technical – Pass/Fail Factors ; Volume limited to ten (10) pages

3) Volume III: Cost/Price – Two (2) complete copies and one (1) electronic copy; No Page Limit

2.4 Page Size and Format

A page is defined as each face of a sheet of paper containing information. When both sides of a sheet display printed material, it shall be counted as two pages. Page size shall be 8.5 x 11 inches, not including foldouts. Pages shall be single-spaced with 1-inch margins on all sides. Except for the reproduced sections of the solicitation

document, all text shall be formatted to Times New Roman and no smaller than 12-point font. Tracking, kerning, and leading values shall not be changed from the default values of the word processing or page layout software. Pages shall be numbered sequentially by volume. These page format restrictions shall also apply to responses to ENs. These limitations shall apply to both electronic and hard copy proposals.

Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, plans, etc. These displays shall be uncomplicated and shall not exceed 11 x 17 inches in size. Foldout pages shall fold entirely within the volume, and count as a single page. Foldout pages may only be used for large tables, charts, graphs, diagrams and schematics; not for pages of text. For tables, charts, graphs and figures, the text shall be no smaller than 10 point. These limitations shall apply to both electronic and hard copy proposals.

2.5 Electronic Copies

The content and page size of electronic copies must be identical to the hard copies. When discrepancies exist between the written offers and those provided in electronic format, the written offer will take precedence in all cases. For electronic copies, indicate on each CD-ROM the volume number and title. Use separate files to permit rapid location of all portions, including subfactor required plans, exhibits, appendices and attachments, if any. The electronic copies of the proposal shall be submitted in a format readable by Microsoft (MS) Word 2003®, MS Excel 2003®, MS-Project 2003®, and MS-Power Point 2003®, or Microsoft Office XP®, as applicable.

***NOTE: CDs are not required when submitting proposal via e-mail.

2.6 Pricing Information

Pricing information shall be addressed ONLY in the Cost/Price Proposal, Volume III.

2.7 Cross Referencing

To the greatest extent possible, each volume shall be written on a stand-alone basis so that its contents may be evaluated with a minimum of cross-referencing to other volumes of the proposal. Information required for proposal evaluation that is not found in its designated volume will be assumed to have been omitted from the proposal. Cross-referencing within a proposal volume is permitted.

2.8 Indexing

Each volume shall contain a more detailed table of contents to delineate the subparagraphs within that volume. Tab indexing shall be used to identify sections.

2.9 Glossary of Abbreviations and Acronyms

Each volume shall contain a glossary of all abbreviations and acronyms used, with an explanation for each. Offerors shall not use the glossary definitions to explain or clarify content of proposals. Proposals must contain clear discussion of the offeror's statements in the proposals. Glossaries do not count against the page limitations for their respective volumes.

3. PROPOSAL CONTENT

The proposal shall consist of the following parts:

Volume I - Past Performance

- Section A - Past Performance Reference Information
- Section B - Past Performance Questionnaire

Volume II - Technical - Pass/Fail Factors

- Section A - Certifications
- Section B - Quality Control Plan

Volume III - Cost/Price

Tab A - SF 1449
Tab B - Pricing Schedule

3.1 VOLUME I – PAST PERFORMANCE

Section A: References

The Offeror shall submit a minimum of three to a maximum of five references that can provide information regarding the offeror's relevant past performance.

The offeror shall provide the following information for each reference:

- Name
- Company/Agency
- Contract number
- Address
- Telephone Number
- E-mail Address

This section may not exceed 5 pages.

Section B: Past Performance Questionnaire

As soon as practicable, **offerors shall complete Section 1** of the Past Performance Questionnaire (**Attachment 2**) and e-mail it and the Performance Questionnaire Letter (**Attachment 3**) to all POCs listed as references in Section A. The reference POCs must submit their completed questionnaires via E-Mail to Binh.Ho.Ctr@Whs.mil by **No Later Than** the deadline for submission of proposals. The information contained in the submitted Past Performance Questionnaires is proprietary to the individual or the organization providing the reference; therefore, it will not be released to the offerors.

Questionnaires must be submitted to the Government by the individual or the organization listed as the reference. Past Performance Questionnaires that are submitted to the Government by the offeror will not be considered. Past Performance Questionnaires that are received after the deadline for submission of proposals will not be considered.

Government personnel will incorporate all received Past Performance Questionnaires into this section. Past Performance Questionnaires do not count towards the overall page limit requirement for this volume.

3.2 VOLUME II – TECHNICAL – PASS/FAIL FACTORS

Section A: Certifications

The offeror shall provide proof of required certifications for crew person/supervisor by providing copies of the valid certificates.

Section B: Quality Control Plan

The offeror shall provide a QC plan that describes their ability to minimize conflicts of interest. They will also describe the degree which their QC plan actively identifies and corrects performance failures during contract performance.

3.3 VOLUME III – PRICE PROPOSAL

Tab A: SF 1449: The offeror's proposal shall include a signed copy of the solicitation SF1449, and Sections A through K

Section A: Offerors shall complete Blocks 13 thru 16. Any amendments to the solicitation must be acknowledged by returning a signed copy of the amendment(s), SF 30. Block 14 must be signed by a company official authorized to contractually bind the offeror. By completing the SF1449 in this manner, the offeror accepts all contract provisions as set forth in the RFP. NOTE: All sections, (Sections A through K), of the SF 1449 must be returned to be considered responsive to the solicitation requirements.

Section B - Supplies or Services and Prices.

Section E - Inspection and Acceptance.

Section F -Deliveries or Performance.

Section G - Contract Administrative Data.

Section H - Special Contract Requirements.

Section I - Contract Clauses.

Section K - Representations, Certifications, and Other Statements of Offerors: The offeror shall complete all representations, certifications, acknowledgments and statements included in Section K. Offerors shall fill out an online provision per FAR 52.204-8, Annual Representations and Certifications (Feb 2009), Online Reps and Certs (ORCA) at <http://www.bpn.gov/orca>. Offerors already registered in ORCA, do not need to fill out the Representations and Certifications information again in the solicitation. Offerors are cautioned to be sure that all Representations and Certifications are current, accurate and complete.

Tab B: Pricing Schedule: Offerors shall insert a completed **Attachment 4:** Pricing Schedule.

4. SITE VISIT

A site visit will be conducted at the Pentagon Building, Washington DC on July 26, 2011 at 9:00 AM EST.

Names of all attendees (not to exceed four per offeror) must be submitted to Binh.Ho.Ctr@whs.mil no later than three (3) business days prior to the conference. Be advised that offerors will be denied access to the Pentagon and the pre-proposal conference if these prior arrangements have not been met with the Contracting Officer.

5. REQUEST FOR INFORMATION

Requests for information (RFI) regarding the solicitation must be submitted in writing to Binh.Ho.Ctr@whs.mil by no later than 07/29/2011 14:00 EST. The Government reserves the right to not to respond to RFIs submitted after the deadline.

EVALUATION CRITERIA

Evaluation Factors for Award

EVALUATION CRITERIA

EVALUATION FACTORS and METHODOLOGY

1. METHODOLOGY

Evaluation of all timely received proposals will be based upon an integrated assessment of the evaluation factors listed below. Award selection will be made in accordance with FAR Part 13 Simplified Acquisition Procedures.

The offerors that satisfy the pass/fail criteria will be further evaluated using the following trade-off factors: Technical, Past Performance, and Price. The government evaluation teams will evaluate the Technical, Past Performance and Price factors simultaneously to facilitate an expeditious contract award (*See the next section for a detailed description of the Evaluation Factors*). After the trade-off factors have been evaluated for each proposal, the Source Selection Authority will perform a comparative assessment between all evaluated proposals to make a best value award decision.

2. EVALUATION FACTORS:

PASS/FAIL CRITERIA:

THESE FACTORS WILL BE CONDUCTED ON AN "ACCEPTABLE/UNACCEPTABLE" basis.

PERSONNEL:

One (1) crew person and one (1) crew supervisor shall hold the following certifications:

Plumbing License for Jett cleaning the Plumbing Lines;

Phil Ackland Certification

International Kitchen Exhaust Cleaning Association (IKECA) or

Kitchen Exhaust Cleaners Training and Certification Program in compliance with ISO 9001

QUALITY CONTROL PLAN:

The Government will evaluate the Quality Control (QC) Plan of the Offeror's proposal for:

Organizational Structure: To minimize conflicts of interest between the offeror's personnel (or subcontractors) that perform the cleaning work and the personnel that inspect the cleaning work.

Effectiveness: The degree to which the offeror's QC plan actively identifies and corrects performance failures during contract performance.

***Any Offeror that fails to meet the above criteria will not be evaluated further.

TRADE-OFF FACTORS

Factor 1: Past Performance

The Government will evaluate the offeror's quality of performance on its previous/or current, relevant projects by using one or a combination of the following methods:

- Contacting references as provided in Volume I: Past Performance
- Review of information provided in Volume I/Section B: Past Performance Questionnaire
- Review of information available from Contractor Performance Assessment Reporting Systems (CPARS), Past Performance Information Retrieval System (PPIRS), and other commercial sources
- The Contracting Officer's personal knowledge of the offeror's past performance

The Government will focus its evaluation on the following areas:

- The offeror's track record of failure rate of the equipment being cleaned.
- The offeror's track record for reliable responses to unexpected equipment failures.
- The offeror's track record of contract management (e.g. cost management, personnel management, level of customer intervention required)
- The referenced customer's willingness work with the offeror again on similar, future projects
- The offeror's track record of compliance with the subcontracting plans submitted on previous contracts (if applicable)

Using the method as described in this section, the Government will assign a rating that indicates its level of confidence in the offeror’s ability to successfully perform the proposed contract requirements based on its performance on similar contracts in the past.

Factor 2: Price

Price analysis will be performed to determine completeness and the reasonableness of the offeror’s firm-fixed price for Cleaning. Government reasonableness will be based on the proposed price comparison to the Independent Government Estimate (IGE) as well as comparison to other offers. For a price to be reasonable, it must represent a price to the government that a prudent person would pay in the conduct of competitive business. Price reasonableness shall be established through adequate price competition. For additional information, see FAR 31.201-3.

3. EVALUATION RATING

3.1 Factor 1 Rating Schemes: The Past Performance Evaluation Panel will assign a relevance rating and a confidence rating based on the offeror’s past performance information.

3.1.1 RELEVANCE RATING: The Government will evaluate the relevance of the offeror’s past performance prior to assessing the offeror’s confidence rating. This rating is a measure of how relevant a recent effort accomplished by the offeror is to the effort to be acquired through the source selection. Each project referenced in Volume I/Section A: References will be assigned one of the following ratings:

Rating	Definition
Very Relevant	Present/past performance effort involved essentially the same scope and magnitude of effort and complexities this solicitation requires.
Relevant	Present/past performance effort involved similar scope and magnitude of effort and complexities this solicitation requires.
Somewhat Relevant	Present/past performance effort involved some of the scope and magnitude of effort and complexities this solicitation requires.
Not Relevant	Present/past performance effort involved little or none of the scope and magnitude of effort and complexities this solicitation requires.

A referenced project that is “Not Relevant” will not be evaluated in determining the Government’s confidence rating. Failure to submit a minimum of three “Very Relevant” or “Relevant” past performance references will automatically receive a confidence rating of “Unknown Confidence”.

3.1.2 CONFIDENCE RATING: After assigning a relevance rating, the Government will evaluate how well the offeror has performed on relevant past performance by assigning a confidence rating. The following table provides description for each rating.

Confidence Rating	Description
Substantial Confidence	Based on the offeror's recent/relevant performance record, the Government has a high expectation that the offeror will successfully perform the required effort.
Satisfactory Confidence	Based on the offeror's recent/relevant performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort.
Limited Confidence	Based on the offeror's recent/relevant performance record, the Government has a low expectation that the offeror will successfully perform the required effort.
No Confidence	Based on the offeror's recent/relevant performance record, the Government has no expectation that the offeror will be able to successfully perform the required effort.
Unknown Confidence (Neutral)	No recent/relevant performance record is available or the offeror's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned.

4. RELATIVE IMPORTANCE OF THE EVALUATION FACTORS

Factor 1 is more important than Factor 2.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Base Year - Kitchen Exhaust System FFP Inspect and clean kitchen exhaust systems at various locations within the Pentagon and on the Pentagon Reservation, excluding Raven Rock Mountain Complex (RRMC). IAW Attached Performance Work Statement. Minimum Inspection/Cleaning Frequency is every 3 months.	12	Months		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Base Year - Grease Trap System FFP Inspect and clean ten (10) Grease Traps at various locations within the Pentagon and on the Pentagon Reservation, excluding Raven Rock Mountain Complex (RRMC). IAW Attached Performance Work Statement. Minimum Cleaning Frequency is every 2 weeks.	12	Months		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Base Year - Sewage Lift Stations FFP Pump out sewage, pressure wash and clean six (6) Sewage Lift Station Pits at various locations within the Pentagon and on the Pentagon Reservation, excluding Raven Rock Mountain Complex (RRMC). IAW Attached Performance Work Statement. Monthly cleaning NOT required. Minimum Cleaning Frequency is semi-annually.	12	Months		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004	Base Year - Sewage Holding Tanks FFP Pump out and clean two (2) sewage holding tanks at various locations within the Pentagon and on the Pentagon Reservation, excluding Raven Rock Mountain Complex (RRMC). IAW Attached Performance Work Statement. Cleaning Frequency is on an as needed basis to avoid alarm.	12	Months		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001 OPTION	Option Year 1 - Kitchen Exhaust System FFP Inspect and clean kitchen exhaust systems at various locations within the Pentagon and on the Pentagon Reservation, excluding Raven Rock Mountain Complex (RRMC). IAW Attached Performance Work Statement. Minimum Inspection/ Cleaning Frequency is every 3 months.	12	Months		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002		12	Months		
OPTION	Option Year 1 - Grease Trap System FFP Inspect and clean ten (10) Grease Traps at various locations within the Pentagon and on the Pentagon Reservation, excluding Raven Rock Mountain Complex (RRMC). IAW Attached Performance Work Statement. Minimum Cleaning Frequency is every 2 weeks.				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003		12	Months		
OPTION	Option Year 1 - Sewage Lift Stations FFP Pump out sewage, pressure wash and clean six (6) Sewage Lift Station Pits at various locations within the Pentagon and on the Pentagon Reservation, excluding Raven Rock Mountain Complex (RRMC). IAW Attached Performance Work Statement. Monthly cleaning NOT required. Minimum Cleaning Frequency is semi-annually.				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004 OPTION	Option Year 1 - Sewage Holding Tanks FFP Pump out and clean two (2) sewage holding tanks at various locations within the Pentagon and on the Pentagon Reservation, excluding Raven Rock Mountain Complex (RRMC). IAW Attached Performance Work Statement. Cleaning Frequency is on an as needed basis to avoid alarm.	12	Months		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001 OPTION	Option Year 2 - Kitchen Exhaust System FFP Inspect and clean kitchen exhaust systems at various locations within the Pentagon and on the Pentagon Reservation, excluding Raven Rock Mountain Complex (RRMC). IAW Attached Performance Work Statement. Minimum Inspection/Cleaning Frequency is every 3 months.	12	Months		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002 OPTION	Option Year 2 - Grease Trap System FFP Inspect and clean ten (10) Grease Traps at various locations within the Pentagon and on the Pentagon Reservation, excluding Raven Rock Mountain Complex (RRMC). IAW Attached Performance Work Statement. Minimum Cleaning Frequency is every 2 weeks.	12	Months		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003 OPTION	Option Year 2 - Sewage Lift Stations FFP Pump out sewage, pressure wash and clean six (6) Sewage Lift Station Pits at various locations within the Pentagon and on the Pentagon Reservation, excluding Raven Rock Mountain Complex (RRMC). IAW Attached Performance Work Statement. Monthly cleaning NOT required. Minimum Cleaning Frequency is semi-annually.	12	Months		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004 OPTION	Option Year 2 - Sewage Holding Tanks FFP Pump out and clean two (2) sewage holding tanks at various locations within the Pentagon and on the Pentagon Reservation, excluding Raven Rock Mountain Complex (RRMC). IAW Attached Performance Work Statement. Cleaning Frequency is on an as needed basis to avoid alarm.	12	Months		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001 OPTION	Option Year 3 - Kitchen Exhaust System FFP Inspect and clean kitchen exhaust systems at various locations within the Pentagon and on the Pentagon Reservation, excluding Raven Rock Mountain Complex (RRMC). IAW Attached Performance Work Statement. Minimum Inspection/Cleaning Frequency is every 3 months.	12	Months		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002		12	Months		
OPTION	Option Year 3 - Grease Trap System FFP Inspect and clean ten (10) Grease Traps at various locations within the Pentagon and on the Pentagon Reservation, excluding Raven Rock Mountain Complex (RRMC). IAW Attached Performance Work Statement. Minimum Cleaning Frequency is every 2 weeks.				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003		12	Months		
OPTION	Option Year 3 - Sewage Lift Stations FFP Pump out sewage, pressure wash and clean six (6) Sewage Lift Station Pits at various locations within the Pentagon and on the Pentagon Reservation, excluding Raven Rock Mountain Complex (RRMC). IAW Attached Performance Work Statement. Monthly cleaning NOT required. Minimum Cleaning Frequency is semi-annually.				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3004 OPTION	Option Year 3 - Sewage Holding Tanks FFP Pump out and clean two (2) sewage holding tanks at various locations within the Pentagon and on the Pentagon Reservation, excluding Raven Rock Mountain Complex (RRMC). IAW Attached Performance Work Statement. Cleaning Frequency is on an as needed basis to avoid alarm.	12	Months		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001 OPTION	Option Year 4- Kitchen Exhaust System FFP Inspect and clean kitchen exhaust systems at various locations within the Pentagon and on the Pentagon Reservation, excluding Raven Rock Mountain Complex (RRMC). IAW Attached Performance Work Statement. Minimum Inspection/ Cleaning Frequency is every 3 months.	12	Months		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002		12	Months		
OPTION	Option Year 4 - Grease Trap System FFP Inspect and clean ten (10) Grease Traps at various locations within the Pentagon and on the Pentagon Reservation, excluding Raven Rock Mountain Complex (RRMC). IAW Attached Performance Work Statement. Minimum Cleaning Frequency is every 2 weeks.				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003		12	Months		
OPTION	Option Year 4 - Sewage Lift Stations FFP Pump out sewage, pressure wash and clean six (6) Sewage Lift Station Pits at various locations within the Pentagon and on the Pentagon Reservation, excluding Raven Rock Mountain Complex (RRMC). IAW Attached Performance Work Statement. Monthly cleaning NOT required. Minimum Cleaning Frequency is semi-annually.				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4004		12	Months		
OPTION	Option Year 4 - Sewage Holding Tanks FFP Pump out and clean two (2) sewage holding tanks at various locations within the Pentagon and on the Pentagon Reservation, excluding Raven Rock Mountain Complex (RRMC). IAW Attached Performance Work Statement. Cleaning Frequency is on an as needed basis to avoid alarm.				

NET AMT

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
0004	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
1003	Destination	Government	Destination	Government
1004	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
2003	Destination	Government	Destination	Government
2004	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government
3003	Destination	Government	Destination	Government
3004	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government
4003	Destination	Government	Destination	Government
4004	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	N/A	N/A	N/A	N/A
0002	N/A	N/A	N/A	N/A
0003	N/A	N/A	N/A	N/A
0004	N/A	N/A	N/A	N/A
1001	N/A	N/A	N/A	N/A
1002	N/A	N/A	N/A	N/A
1003	N/A	N/A	N/A	N/A
1004	N/A	N/A	N/A	N/A
2001	N/A	N/A	N/A	N/A
2002	N/A	N/A	N/A	N/A
2003	N/A	N/A	N/A	N/A
2004	N/A	N/A	N/A	N/A
3001	N/A	N/A	N/A	N/A
3002	N/A	N/A	N/A	N/A
3003	N/A	N/A	N/A	N/A
3004	N/A	N/A	N/A	N/A
4001	N/A	N/A	N/A	N/A
4002	N/A	N/A	N/A	N/A
4003	N/A	N/A	N/A	N/A
4004	N/A	N/A	N/A	N/A

CLAUSES INCORPORATED BY REFERENCE

52.204-7	Central Contractor Registration	APR 2008
52.209-2	Prohibition on Contracting with Inverted Domestic Corporations--Representation	MAY 2011
52.212-1	Instructions to Offerors--Commercial Items	JUN 2008

52.212-4	Contract Terms and Conditions--Commercial Items	JUN 2010
52.217-5	Evaluation Of Options	JUL 1990
52.219-6	Notice Of Total Small Business Set-Aside	JUN 2003
52.219-28	Post-Award Small Business Program Rerepresentation	APR 2009
52.222-3	Convict Labor	JUN 2003
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-25	Affirmative Action Compliance	APR 1984
52.222-26	Equal Opportunity	MAR 2007
52.222-41	Service Contract Act Of 1965	NOV 2007
52.222-43	Fair Labor Standards Act And Service Contract Act - Price Adjustment (Multiple Year And Option)	SEP 2009
52.222-50	Combating Trafficking in Persons	FEB 2009
52.223-18	Contractor Policy to Ban Text Messaging While Driving	SEP 2010
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.225-25	Prohibition on Engaging in Sanctioned Activities Relating to Iran--Certification.	SEP 2010
52.232-18	Availability Of Funds	APR 1984
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	OCT 2003
52.233-1	Disputes	JUL 2002
52.233-3	Protest After Award	AUG 1996
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-1	Site Visit	APR 1984
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
252.212-7000	Offeror Representations and Certifications- Commercial Items	JUN 2005
252.232-7010	Levies on Contract Payments	DEC 2006

CLAUSES INCORPORATED BY FULL TEXT

52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (MAY 2011)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 561210.

(2) The small business size standard is \$35,500,000.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)(1) If the clause at 52.204-7, Central Contractor Registration, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the clause at 52.204-7 is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

Paragraph (d) applies.

() Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c)(1) The following representations or certifications in ORCA are applicable to this solicitation as indicated:

(i) 52.203-2, Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless--

(A) The acquisition is to be made under the simplified acquisition procedures in Part 13;

(B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or

(C) The solicitation is for utility services for which rates are set by law or regulation.

(ii) 52.203-11, Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed \$150,000.

(iii) 52.204-3, Taxpayer Identification. This provision applies to solicitations that do not include the clause at 52.204-7, Central Contractor Registration.

(iv) 52.204-5, Women-Owned Business (Other Than Small Business). This provision applies to solicitations that--

(A) Are not set aside for small business concerns;

(B) Exceed the simplified acquisition threshold; and

(C) Are for contracts that will be performed in the United States or its outlying areas.

(v) 52.209-2, Prohibition on Contracting with Inverted Domestic Corporations--Representation. This provision applies to solicitations using funds appropriated in fiscal years 2008, 2009, or 2010.

(vi) 52.209-5, Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.

(vii) 52.223-5, Pollution Prevention and Right-to-Know Information (May 2011) (E.O. 13423) (Applies to services performed on Federal facilities).

(viii) 52.215-6, Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.

(ix) 52.219-1, Small Business Program Representations (Basic & Alternate I). This provision applies to solicitations when the contract will be performed in the United States or its outlying areas.

(A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.

(B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.

(x) 52.219-2, Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract will be performed in the United States or its outlying areas.

(xi) 52.222-22, Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at 52.222-26, Equal Opportunity.

(xii) 52.222-25, Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at 52.222-26, Equal Opportunity.

(xiii) 52.222-38, Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial items.

(xiv) 52.223-1, Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA-designated items; or include the clause at 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

(xv) 52.223-4, Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA-designated items.

(xvi) 52.225-2, Buy American Act Certificate. This provision applies to solicitations containing the clause at 52.225-1.

(xvii) 52.225-4, Buy American Act--Free Trade Agreements—Israeli Trade Act Certificate. (Basic, Alternate I, and Alternate II) This provision applies to solicitations containing the clause at 52.225-3.

(A) If the acquisition value is less than \$25,000, the basic provision applies.

(B) If the acquisition value is \$25,000 or more but is less than \$50,000, the provision with its Alternate I applies.

(C) If the acquisition value is \$50,000 or more but is less than \$67,826, the provision with its Alternate II applies.

(xviii) 52.225-6, Trade Agreements Certificate. This provision applies to solicitations containing the clause at 52.225-5.

(xix) 52.225-20, Prohibition on Conducting Restricted Business Operations in Sudan--Certification. This provision applies to all solicitations.

(xx) 52.225-25, Prohibition on Engaging in Sanctioned Activities Relating to Iran--Certification. This provision applies to all solicitations.

(xxi) 52.226-2, Historically Black College or University and Minority Institution Representation. This provision applies to--

(A) Solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions; and

(B) For DoD, NASA, and Coast Guard acquisitions, solicitations that contain the clause at 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns.

(2) The following certifications are applicable as indicated by the Contracting Officer:

----- (i) 52.219-22, Small Disadvantaged Business Status.

----- (A) Basic.

----- (B) Alternate I.

----- (ii) 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products.

----- (iii) 52.222-48, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment Certification.

----- (iv) 52.222-52 Exemption from Application of the Service Contract Act to Contracts for Certain Services-- Certification.

----- (v) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (Alternate I only).

----- (vi) 52.223-13, Certification of Toxic Chemical Release Reporting.

----- (vii) 52.227-6, Royalty Information.

----- (A) Basic.

----- (B) Alternate I.

----- (viii) 52.227-15, Representation of Limited Rights Data and Restricted Computer Software.

(d) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below (offeror to insert changes, identifying change by clause number, title, date). These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR Clause	Title	Date	Change
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Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.

(End of Provision)

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (MAY 2011) (DEVIATION)

(a) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (a) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records-Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times, the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(b)(1) Notwithstanding the requirements of any other clause in this contract, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (b)(i) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause-

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

(ii) 52.219-8, Utilization of Small Business Concerns (DEC 2010) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) Reserved.

(iv) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

(vii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(viii) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, et seq.).

(ix) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).

___ Alternate I (AUG 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(x) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (Nov 2007) (41 U.S.C. 351, et seq.).

(xi) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services--Requirements (FEB 2009) (41 U.S.C. 351, et seq.).

(xii) 52.222-54, Employment Eligibility Verification (JAN 2009).

(xiii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (MAR 2009) (Pub. L. 110-247). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xiv) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

(End of clause)

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

Employee Class	Monetary Wage	Fringe Benefits
23110 APPLIANCE MECHANIC	\$13.42	36.25%

(End of clause)

52.228-5 INSURANCE--WORK ON A GOVERNMENT INSTALLATION (JAN 1997)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective (1) for such period as the laws of the State in which this contract is to be performed prescribe, or (2) until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

(End of clause)

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<https://www.acquisition.gov/far/>

(End of provision)

252.204-7007 ALTERNATE A, ANNUAL REPRESENTATIONS AND CERTIFICATIONS (MAY 2010)

As prescribed in 204.1202, substitute the following paragraph (d) for paragraph (d) of the provision at FAR 52.204-8:

(d) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <https://orca.bpn.gov/>. After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer, and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [offeror to insert changes, identifying change by clause number, title, date]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR/DFARS Clause #	Title	Date	Change

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.

252.212-7001 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL ITEMS (DEC 2010) (DEVIATION)

(a) In addition to the clauses listed in paragraph (b) of the Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items clause of this contract (FAR 52.212-5) (OCT 2010) (DEVIATION), the Contractor shall include the terms of the following clause, if applicable, in subcontracts for commercial items or commercial components, awarded at any tier under this contract:

- 252.237-7010 Prohibition on Interrogation of Detainees by Contractor Personnel (NOV 2010) (Section 1038 of Pub. L. 111-84).
- 252.237-7019 Training for Contractor Personnel Interacting with Detainees (SEP 2006) (Section 1092 of Pub. L. 108-375).
- 252.247-7003 Pass-Through of Motor Carrier Fuel Surcharge Adjustment to the Cost Bearer (JUL 2009) (Section 884 of Public Law 110-417)
- 252.247-7023 Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631)
- 252.247-7024 Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631)

(End of clause)

CONTRACTING OFFICER’S REPRESENTATIVE (COR) (MARCH 2007)

The COR is a representative for the Government with limited authority who has been designated in writing by the Contracting Officer to provide technical direction, clarification, and guidance with respect to existing specifications and statement of work (SOW)/statement of objectives (SOO) as established in the contract. The COR also monitors the progress and quality of the Contractor’s performance for payment purposes. The COR shall promptly report Contractor performance discrepancies and suggested corrective actions to the Contracting Officer for resolution.

The COR is NOT authorized to take any direct or indirect actions or make any commitments that will result in changes to price, quantity, quality, schedule, place of performance, delivery or any other terms or conditions of the written contract.

The Contractor is responsible for promptly providing written notification to the Contracting Officer if it believes the COR has requested or directed any change to the existing contract (or task/delivery order). No action shall be taken by the Contractor for any proposed change to the contract until the Contracting Officer has issued a written directive or written modification to the contract (or task/delivery order). The Government will not accept and is not liable for any alleged change to the contract unless the change is included in a written contract modification or directive signed by the Contracting Officer.

If the Contracting Officer has designated an Alternate COR (ACOR), the ACOR may act only in the absence of the COR (due to such reasons as leave, official travel, or other reasons for which the COR is expected to be gone and not readily accessible for the day).

COR authority IS NOT delegable.

WHS A&PO WAWF INVOICING INSTRUCTIONS (Apr 2010)

To implement DFARS 252.232-7003, "Electronic Submission of Payment Requests and Receiving Reports (March 2008)", Washington Headquarters Services, Acquisition & Procurement Office (WHS A&PO) utilizes WAWF to electronically process vendor requests for payment. The web based system is located at <https://wawf.eb.mil>, and allows government contractors and authorized Department of Defense (DOD) personnel to generate, capture, process and track invoice and acceptance documentation electronically. The contractor is required to utilize this system when submitting invoices and receiving reports under this contract. **Submission of hard copy DD250/Invoice/Public Vouchers (SF1034) is no longer permitted.**

The contractor shall ensure an Electronic Business Point of Contract is designated in Central Contractor Registration at <http://www.ccr.gov/> and register to use WAWF at <https://wawf.eb.mil> within ten (10) days after award of the contract or modification incorporating WAWF into the contract. Step by step instructions to register are available at <http://wawf.eb.mil>.

The contractor is directed to submit the following invoice type:

2-n-1 - Services Only, including Construction

****Do NOT use the WAWF Construction invoice type – it is not permitted for invoices paid in the MOCAS system**

Back up documentation may be attached to the invoice in WAWF under the “Misc Info” tab. Fill in all applicable information under each tab.

With the exception of extensions, the following required information should automatically populate in WAWF; if it does not populate, or does not populate completely or correctly, enter the following information as noted:

Contract Number	
Delivery Order	
Pay DoDAAC	
Issue By DoDAAC	HQ0034
Admin By DoDAAC	HQ0034
Inspect By DoDAAC/Extension	HQ0015
Service Acceptor DODAAC/Extension <u>or</u> Ship to DODAAC/Extension <u>or</u> Service Approver DODAAC/Extension <u>or</u> Grant Approver DODAAC/Extension	HQ0015

DCAA Auditor DODAAC/Extension	
LPO DODAAC	Leave Blank

The Contractor shall verify that the DoDAACs automatically populated by the WAWF system match the above information. If these DoDAACs do not match then the contractor shall correct the field(s) and notify the contracting officer of the discrepancy (ies).

The Contractor will need to enter a Shipment (or Voucher) Number in a specific format.

- The correct format for a shipment number for MOCAS invoices is AAAXNNN where A = alpha, X = alphanumeric and N = numeric characters, followed by a “Z” suffix if it is a final invoice. (e.g. SER0001, BVN0002Z, SERA003)
- WAWF will affix the prefix “SER” for 2-in-1 invoices and prefix “BVN” for cost vouchers to the Shipment (or Voucher) Number fields. For Combo documents, the contractor may enter their own three letter prefixes.

Take special care when entering Line Item information . The Line Item tab is where you will detail your request for payment and material/services that were provided based upon the contract. Be sure to fill in the following items exactly as they appear in the contract:

- Item Number: If the contract schedule has more than one ACRN listed as sub items under the applicable Contract Line Item Number (CLIN), use the 6 character, separately identified Sub Line Item Number (SLIN) (e.g. – 0001AA) or Informational SLIN (e.g. – 000101), otherwise use the 4 character CLIN (e.g. – 0001).
- Unit Price
- Unit of Measure
- ACRN: Fill-in the applicable 2 alpha character ACRN that is associated with the CLIN or SLIN.

Note – DO NOT INVOICE FOR MORE THAN IS STILL AVAILABLE UNDER ANY CLIN/SLIN/ACRN.

Before closing out of an invoice session in WAWF but after submitting your document or documents, the contractor will be prompted to send additional email notifications. Contractor shall click on “Send More Email Notification” on the page that appears. Add the following email address Binh.Ho.Ctr@whs.mil in the first email address block and add any other additional email addresses desired in the following blocks. This additional notification to the government is important to ensure that all appropriate persons are aware that the invoice documents have been submitted into the WAWF system.

If you have any questions regarding WAWF, please contact the WAWF Help Desk at 1-866-618-5988.

Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Attachment 1	SCA WAGE DETERMINATION 2005-2103 REV. 11	11	17-JUN-2011
Attachment 2	PAST PERFORMANCE QUESTIONNAIRE	2	15-JUL-2011
Attachment 3	PAST PERFORMANCE LETTER	1	15-JUL-2011
Attachment 4	PRICING SCHEDULE	1	15-JUL-2011

REQUIRED INSURANCE

Required Insurance (IAW FAR 28.306 (b): The contractor shall maintain insurance in the minimum amounts specified below and as required by FAR 52.228-5, Insurance – Work on a Government Installation”, at its own expense, procure and thereafter maintain the following kinds of insurance with respect to performance under this contract.

- (a) Workmen’s Compensation and Employers Liability Insurance as required by law except that if this contract is to be performed in a state, which does not require or permit private insurance, then compliance with the statutory or administrative requirements in any such state will be satisfactory. The required Workmen’s Compensation insurance shall extend to cover employer’s liability for accidental bodily injury or death and for occupational disease with a minimum liability limit of \$100,000.
- (b) General Liability Insurance. Bodily injury liability insurance, in the minimum limits of \$100,000 per person and \$500,000 per occurrence shall be required on the comprehensive form of the policy.
- (c) Automobile Liability Insurance. This insurance shall be required on the comprehensive form of the policy and shall provide injury liability and property damage liability covering the operation of all automobiles used in connection with the performance of the contract. At least the minimum limits of \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage shall be required.