

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES
			J	1   6
2. AMENDMENT/MODIFICATION NO. 0002	3. EFFECTIVE DATE 13-Apr-2004	4. REQUISITION/PURCHASE REQ. NO. W68SBV-4035-1437		5. PROJECT NO.(If applicable)
6. ISSUED BY WALLA WALLA DISTRICT CONTRACTING DIVISION 201 N THIRD AVENUE WALLA WALLA WA 99362-1876	CODE W912EF	7. ADMINISTERED BY (If other than item 6) WALLA WALLA DISTRICT GARY DAHL 509/527-7216 GARY.H.DAHL@USACE.ARMY.MIL WALLA WALLA WA		CODE W912EF
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)			X	9A. AMENDMENT OF SOLICITATION NO. W912EF-04-R-0015
			X	9B. DATED (SEE ITEM 11) 18-Mar-2004
				10A. MOD. OF CONTRACT/ORDER NO.
				10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required)				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The purpose of this amendment is to: 1-Provide answers that have been submitted regarding the solicitation. 2-Include additional information in Section 'M', Evaluation Factors for Award. 3-Provide additional information in Section 'L', Instructions to Offers, Past Performance.				
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
		TEL: _____ EMAIL: _____		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED	
_____ (Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)	13-Apr-2004	

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

## SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

LIST OF SUBMITTED QUESTIONS

**Question 1)** Has the scope of work changed significantly from the current contract until the present? If so, how?

**Answer:** The requirement for Janitorial Services is as stated in the specifications, no comparisons to the current contract are provided as this is a new requirement and solicitation. This solicitation is for a "Performance Based Services Contract", and as such, is managed differently than a prescriptive based contract. Contractors providing proposals in response to this solicitation are expected to understand what a "Performance Based Services Contract" entails. No further guidance will be provided on this subject from this agency. There are numerous resources available on the internet, the Small Business Administration and various procurement assistance centers.

**Question 2)** What is the current staffing plan for custodial services?

**Answer:** The previous contract was a Request for Quote, no proposal was submitted. The Government does not manage the contractor's staffing.

**Question 3)** In the interest of maintaining as much of the same staff as possible, is a comprehensive list of all current custodial workers available? Contact information for key personnel?

**Answer:** See Answer Question #2

**Question 4)** Is a list of current sub-contractor utilized available?

**Answer:** See Answer Question #2

**Question 5)** In regards to the Disclosure of Lobbying Activities Sheet; our company does not, and has not in the past been party to any lobbying activities. Do we still need to fill this out, and if so, how.

**Answer:** State N/A and sign/return with proposal

**Question 6)** What is the current cleaning method for floors composed of troweled concrete? Is an Auto-Scrubbing machine utilized? Are these floors periodically stripped and then resealed?

**Answer:** A scrubbing machine is used to clean the troweled concrete. The subject floors aren't stripped and resealed.

**Question 7)** What means are utilized to clean the exterior windows on levels 8 and 9?

**Answer:** The windows on level 8 are hinged so they may be cleaned from the inside. The windows on level 9 are easily accessible from the outside of the building.

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

The following have been modified:

### SECTION L

**PROPOSAL EXPENSES AND PRECONTRACT COSTS.** This request for proposal does not commit the Government to pay for costs incurred in the preparation and publication of a proposal or for any other costs incurred prior to execution of a formal contract.

### **PREAWARD SURVEY**

The Government reserves the right to conduct a pre-award survey of any firm under consideration to confirm any part of the information furnished by the offeror, or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by the Government to be necessary for the successful performance of the contract.

**GENERAL INSTRUCTIONS FOR SUBMITTING PROPOSALS** – The complete proposal package, marked with the solicitation number, shall consist of the following two (2) sections, each separately labeled, within one package. Proposals will be typed on paper 8 1/2 by 11 inches and bound with loose-leaf binders. Foldout charts and drawings may be larger, but folded to fit proposals. Both sides may be printed, double spaced with one-inch side margins. Charts, graphics and photos may be used to support proposals if they add relevant and pertinent information. Proposals will not be permanently bound. Price factors will not be cited in Technical or Management proposals in order to facilitate independent evaluation. Proposals will not be more than 100 pages in their entirety. Proposals will be delivered in the quantities as follows:

Volume 1 ---Technical Approach, Management Proposal and Past Performance, Original and five copies

Volume 2 --- Price Proposal and Offer Documents - Original and 5 copies, executed and completed as required

### **Volume 1 ---Technical Approach, Management Proposal and Past Performance**

Technical Approach (original and 5 copies). It is recommended you address each evaluation factor (See EVALUATION OF PROPOSALS in Section M). **NO PRICING INFORMATION SHALL BE INCLUDED WITH THE TECHNICAL PROPOSALS.**

The Technical Approach (Volume I) must be specific, complete and contain, as a minimum, the information specified below:

- (1) Discuss your approach to the overall tasks to be accomplished, demonstrating an understanding of Performance Work Statement (PWS) technical requirements geographic range, manpower, equipment requirements and scheduling complexity.
- (2) Explain your approach to accomplish each requirement of the PWS at Acceptable Quality Level (AQL's). Demonstrate a technically sound approach by including sub contract considerations, and explaining in detail, manpower and equipment resources required to accomplish each PWS requirement at AQL's.
- (3) Demonstrate management expertise by explaining in every detail, your organizational structure and program controls for accounting, environmental protection, safety, quality, communication, personnel recruitment and management, and employee incentives. Explain how plans required in Section C. will be developed and implemented. Identify key personnel by their backgrounds and functional role in your

organization.

- (4) Explain relevant past experience of principles and key employees or subcontractors in activities similar to the requirements of the PWS, demonstrating your probability of success in achieving AQL's for the PWS. Include specific past references. Explain accomplishments in similar work.
- (5) The Government queries the Past Performance Information Retrieval System (PPIRS) in evaluating past performance information. If adequate documentation is not available, then the Government may use a questionnaire to conduct a survey with follow up calls, emails or telephone interviews to verify past performance.
- (6) The Government may use past performance information obtained from other than the sources identified by the offeror, and that the information may be used for both the responsibility determination and the best value decision.
- (7) Submit a listing of ALL relevant contracts currently being performed or performed during the past three year period that demonstrate performance relevant to the requirements of the PWS in this solicitation. Include the contract number, type work, type contract, point of contact for the contract, current address and phone number, and email address. Offerors may comment on any problems encountered on the identified contracts. Limit any comments to the discussion of the problems and corrective actions taken.
- (8) Past performance information on work performed for state, local governments, and private sector clients' similar to the Government requirement will be evaluated equally with similar federal contracts.
- (9) Offerors may submit information on key personnel and work performed as part of a team or joint venture if the company has no previous past performance history.

## **Volume 2 ---Price Proposal and Offer Documents**

Price Proposal and Offer Documents - Original and 5 copies, executed and completed as required The following information must be provided with the Price Proposal and offer Documents:

- (1) Offer, documents, originals, executed and completed as required:
  - a) Standard Form 33 (Section A-1)
  - b) Supplies or Services and prices/costs (Section B)
  - c) Section K Representation, Certification and Other Statements of offeror's
  - d) Any other submittals not related to the technical proposals, which are required by the solicitation.
- (2) A current financial statement of the individual, firm or corporation, certified by a reputable independent accounting firm, if practicable. If the financial statement is more than 60 days old, a certificate must be attached stating that the financial condition is substantially the same, or if not the same, the changes that have taken place. Such statement will be treated as confidential.

**NOTE: The Solicitation package shall NOT be returned with the proposal.**

### 52.237-1 SITE VISIT

Offerors or quoters are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

(End of provision)

A site visit will be conducted on March 29, 2004 at the Little Goose Dam Powerhouse, 1001 Little Goose Dam Road, Dayton, Washington 99328 (Starbuck, WA). All interested parties are urged to attend. You may call (509) 399-2233 ext. 277 for directions to the site. Potential offerors will tour the Little Goose Dam facilities over the course of one day, beginning at 8:00 AM, extending to 12:00 PM. During this visit, the requirements set forth in the solicitation will be reviewed. The number of attendees is limited to two from each firm.

Participants of scheduled site visits must abide by U.S. Army Corps of Engineers SAFETY AND HEALTH REQUIREMENTS MANUAL (EM385-1-1, 3 September 1996), in accordance with SECTION 5 PERSONAL PROTECTIVE AND SAFETY EQUIPMENT.

<http://www.usace.army.mil/inet/usace-docs/eng-manuals/em385-1-1>

It is the responsibility of all participants to wear personal protective and safety equipment as required by this regulation. **Failure to comply will result in denial of access to site visit locations.**

NOTE: There will be only **one scheduled site visit for this project.** Impromptu site visits cannot be allowed. **Participants must call the Lisa Huston at the Little Goose Dam business office at (509) 399-2233 ext. 277 at least 24 HOURS PRIOR TO THE SITE VISIT** to give the following information: (1) what company is being represented; (2) how many people are in the party; (3) the name of each individual. Individuals must have picture identification on their person to present to Security for access and throughout the entire site visit. There can be no substitutions of one individual for another. If an individual arrives at the site visit without having called ahead of time and/or without picture identification, that individual may not be allowed on the facilities. **FAILURE TO CALL 24 HOURS IN ADVANCE MAY RESULT IN DENIAL OF A SITE VISIT.**

NOTE: Depending on applicable security restrictions, vehicle searches may be required to enter some areas.

## SECTION M - EVALUATION FACTORS FOR AWARD

The following have been modified:

### SECTION M

#### EVALUATION FACTORS FOR AWARD

(A). All other factors combined are more important than price. Evaluation factors used for source selection by the Government are listed below in descending order of importance.

- (1) Technical Approach
- (2) Past Performance
- (3) Price

(B). EVALUATION OF TECHNICAL PROPOSALS. Proposals will be evaluated against the Performance Work Statement (PWS) requirements in accordance with the following criteria which are listed in descending order of importance, with the sub-factors and elements for each factor also listed in descending order of importance (unless other wise noted).

## (1) TECHNICAL APPROACH

### (a) Understanding and Compliance with Requirements

There are three (3) elements under sub-factor (a) as follows: (NOTE: ELEMENT 1,2, AND 3 ARE OF EQUAL IMPORTANCE). The evaluation should demonstrate a clear and concise understanding of the PWS requirements and resources to successfully achieve AQL's as more desirable. The goal of this evaluation is to establish the Contractors understanding of the tasks in the PWS, and the ability to technically approach the work by articulating approach methods and logistics. The following elements will be used when evaluating proposals.

- (1) Are technical and scheduling requirements addressed properly and completely?
- (2) Does the proposal demonstrate a firm understanding of the complexity and geographic demands of the operations and maintenance of the project?
- (3) Does the proposal include a planning schedule(s), which demonstrates that all facets (manpower, equipment, materials, etc) of the program are properly allocated throughout the contract year?

### (b) Soundness of Approach

There are three (3) elements under sub-factor (b) as follows: (NOTE: ITEMS 1,2, AND 3 ARE OF EQUAL IMPORTANCE.) The evaluation will consider more technically sound approaches and methods for providing operation and maintenance tasks as defined in the PWS. The following elements will be considered with evaluating proposals:

- (1) Does the proposal delineate a technically feasible approach to each requirement?
- (2) Does the proposal address the means to efficiently carry out the requirements and are sub-contractors considerations noted?
- (3) Is the appropriate level of effort directed toward each requirement?

(2) PAST PERFORMANCE. In the evaluation, the Government will consider past performance in similar service activities. Information will be furnished by offeror's or obtained from other sources such as past and present customers, Government agencies (including state and local governments), and others that may have useful information. An assessment will be made of the offeror's record of conforming to contract requirements, adhering to standards of good workmanship, reasonable and cooperative, successful innovation and commitment to customer satisfaction.

The Government will conduct a performance risk evaluation based upon the past performance of the offerors and their proposed major subcontractors as it relates to the probability of successfully performing the solicitation requirements.

(3) PRICE. The evaluation will consider complete pricing documentation and lower pricing as more desirable. Proposals will be evaluated to determine the extent to which all price elements of the offer have been addressed, and whether pricing is reasonable.

(End of Summary of Changes)