



REGISTRATION (PLEASE PRINT)



Pre-Bid Conference – Custodial Support Services
September 14, 2005

Name	Company Affiliation	Phone/Email	Prime (P) Or Sub (S)	8A (✓)
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Custodial Support Services

Pre-Bid Conference

Langley Research Center

September 14, 2005

CSS

INTRODUCTION

B.Terry Cobb

Office of Procurement



Government Team Members

- **Contracting Officer:**
 - Mozetta A. Edwards, Office of Procurement
- **Team Members:**
 - Mozetta A. Edwards, Office of Procurement
 - Michael Harrell, Center Operations Directorate
 - Terry Cobb, Office of Procurement



Agenda

1:00 p.m.

Opening Remarks

Terry Cobb

**LaRC Overview
Presentation**

**Janet Edmondson
Diana Kerns
Mike Harrell**

Procurement Specifics

Terry Cobb

Collect Additional Questions

Terry Cobb

**Geographical Information Sys
Demonstration**

Brad Ball

Break

**Answers to Questions
Submitted Since
Amendment 2**

**Terry Cobb and
Mike Harrell**

Closing Remarks

Terry Cobb



PROCUREMENT INFORMATION

- Period of Performance: 11/1/2005 – 10/31/2010

- Procurement Schedule:
 - Pre-Bid Conference 9/14/05
 - Past Performance Questionnaire Due 9/16/05
 - Bids Due 9/26/05
 - Award 9/30/05
 - Phase-In Period 10/17/05 – 10/31/05
 - Begin Contract Performance 11/1/05

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LARC SAFETY OVERVIEW

Janet Edmondson

Safety & Facility Assurance Branch

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LARC SECURITY OVERVIEW

Diana Kerns

Security Management and Safeguard Team



Security

- All NASA Contractor employees must be able to receive a favorable adjudication on a National Agency Check (NAC). Required forms and fingerprints must be completed prior to badging.
- If a potential employee was born outside of the U.S., the individual must present naturalization papers with their NAC paperwork.
- In order to expedite the process, NASA Security would like a list of all potential employees 10 working days prior to receiving a badge.



Security

- All NASA Contractor employees who are non-U.S. citizens must be approved by the International Visits Coordinator (Diana Kerns @ 757-864-8473; d.l.kerns@larc.nasa.gov)
- There is a 20 day approval period for employees from non-designated countries and a 40 day approval period for employees from designated countries.
- Until a favorable National Agency Check (NAC) is complete, employees must be escorted at all times.
- Non-U.S. citizens are not authorized access to the Center after 6:00 p.m. or on weekends/holidays.

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LARC TECHNICAL OVERVIEW

Mike Harrell

Center Operations Directorate



- **2,300 Civil Servant and 1,500 Contractor Employees**
- **260 Open Buildings (Combination of office areas, labs, research facilities, storage areas and shop areas)**
- **Committed to regulatory Environmental and Safety standards**
- **Special scheduling may be required due to Research operations and access to facilities. Employees must be familiar with the buildings in which they will be working due to varying conditions over the Center**
- **Quality, Timeliness and Safety record will weigh heavily on performance evaluations**
- **Langley Research Center has a professional work environment and all employees should carry themselves to reflect this**

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PROCUREMENT SPECIFICS

Terry Cobb

Office of Procurement



GENERAL REQUIREMENTS

- **Place of Performance**
 - LaRC On-site
- **Normal Hours of Operation**
 - 6:00am – 4:30pm
- **Security Clearances**
 - All personnel National Agency Check (NAC)
 - Secret Clearance required



Procurement Information

- **Sealed Bid**
 - Responsible Responsive Low Bidder
- **Total 8(a) Set-Aside**
- **Period of Performance: 5 years**
 - Base and 4 one-year options
- **Past Performance Questionnaires**
 - All references submitted in response to the Past Performance Questionnaire may be contacted by NASA.
 - Used, in conjunction with other elements, to determine responsibility



PROCUREMENT INFORMATION

- Office space and furniture will be provided on-site at LaRC for contract performance
- All on-site LaRCNet connections will be provided by the Government

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DEMONSTRATION OF GEOGRAPHIC INFORMATION SYSTEM (GIS)

http://gis-www.larc.nasa.gov/maps/active_bldg



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Ernest Banks	Banks & Banks	301-773-2001	P	<input type="checkbox"/>
William Lee	Come Land Maint.	323 - 957-7715	P	<input checked="" type="checkbox"/>
Phillip Yun	BPA	703-256-8800	P	<input checked="" type="checkbox"/>
Ida L. Jones	WALTER H. MILLER & ASSOC	(804) 213-0207	P	<input checked="" type="checkbox"/>
WALTER H. MILLER	WALTER H. MILLER & ASSOC	(804) 213-0207	P	<input checked="" type="checkbox"/>
Carl Williamson	FUTURE	757/340-5324	P	<input type="checkbox"/>
William Carroll	FUTURE	(757) 340-5324	P	<input checked="" type="checkbox"/>
Clayton Carroll	Future Industries	(757) 340-5324	P	

