



National Aeronautics and  
Space Administration

**NASA Langley Research Center**  
Hampton, Virginia 23681

July 21, 2010

Reply to Attn of: 126

**TO:** All Prospective Offerors/Bidders

**SUBJECT:** Invitation for Bid (IFB) NNL10345081E for Custodial Support Services at NASA Langley Research Center (LaRC)

You are invited to submit a bid in response to NASA Langley Research Center's Custodial Support Services solicitation. The principal purpose of this contract is to provide for facility cleaning and custodial support services for facilities located at NASA Langley Research Center and NASA buildings located on the adjacent Langley Air Force Base, Hampton, Virginia.

Offers shall comply with the terms, conditions, and instructions contained in the IFB. This cover letter is for information purposes only to assist offers with the preparation of bids. The IFB takes precedence over this cover letter. Please pay particular attention to the following areas:

This Invitation for Bid (IFB) is issued pursuant to FAR Part 14 and NASA FAR Supplement Part 1814. In submitting your bid, you must comply with the instructions as detailed in the IFB.

This competitive procurement is limited to those small business concerns expressly certified by the Small Business Administration (SBA) in the SBA's 8(a) Program. NAICS Code 561720, Small Business Size Standard of \$16.5M, is applicable to this procurement.

The Government contemplates award of a Firm-Fixed Price contract resulting from this solicitation. In addition, the contract will allow for the issuance of Indefinite Delivery, Indefinite Quantity (IDIQ) task orders for those services over and above the firm-fixed price portion of the contract.

In accordance with IFB Section L, an electronic bidders' library has been established which contains information and reference material related to this solicitation. Potential bidders are responsible to periodically monitor the website for any updates to the solicitation.

Pay particular attention to the requirements for "New Town Building 1". The New Town Building 1 will require services defined in the SOW starting June 1, 2011. Bidders shall fully understand and comply with the IFB instructions related to New Town Building 1. The Bid Schedule (Section B) for the Base Period of Performance includes a subCLIN for the pricing of

New Town Building 1, which equates to 4 months in the Base Period of Performance. For subsequent option periods New Town Building 1 will be included in CLIN X001 amount for Basic Custodial Services. Please pay careful attention to the Schedule B clauses in the pricing of your bid.

Prospective bidders and/or bidders' representatives are encouraged to participate in the Pre-Bid Conference and Site Visit and apprise themselves of all conditions that will affect the performance of the work required by the IFB or reasonably implied by this IFB. Only one Pre-Bid Conference and Site Visit will be conducted. No exceptions will be given. Potential bidders should carefully examine work sites and specifications. No additions or increases to the contract will be made due to a lack of careful examination of work sites and specifications.

All questions must be submitted in writing to the undersigned not later than 5 business days prior to the IFB due date. Questions submitted and responses to such questions, or any additional information deemed necessary by the Government will be posted as an amendment to the IFB. Potential bidders' questions posed orally at the pre-bid conference/site visit must be reduced to writing by the contractor and provided to the NASA Contracting Officer, Patricia Hopkins, prior to the completion of the event. Bidders are advised that the Government reserves the right to post all questions received as an amendment to the IFB. Potential bidders are responsible to check the electronic posting for amendments issued prior to the bid opening date. No oral understanding or agreement shall be binding on either party.

The Government may modify the IFB prior to the date fixed for submission of bids by the issuance of an amendment. The awarding agency reserves the right to reject all bids. The agency is not required to award a contract. Facsimile and electronic bids are not authorized for this procurement

At the time of bid opening, each bid will be checked for the presence or absence of required information in conformance with the submission requirements of this IFB. The Government will evaluate each bid to determine its responsiveness to the published requirements. Bids that contain false or misleading statements, or which provide references, which do not support an attribute or condition claimed by the bidder, may be rejected. Any deviation from the work specifications will not be considered and will cause a bid to be rejected. A bid may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The Government will not accept alternate contract language from a prospective bidder. A bid with such language will be considered a counter proposal and will be rejected.

Award if made, will be in accordance with Section M of the IFB.

Bid envelopes. To provide for ready identification and proper handling of bids, [Optional Form 17](#), Offer Label, may be used by bidders. The form may be obtained from the General Services Administration (see [53.107](#)).  
[http://contacts.gsa.gov/webforms.nsf/0/0E07BBC27942972A852569B30083A175/\\$file/of%2017.pdf](http://contacts.gsa.gov/webforms.nsf/0/0E07BBC27942972A852569B30083A175/$file/of%2017.pdf)

Costs incurred for developing bids and in anticipation of award of the contract are entirely the responsibility of the bidder and shall not be charged to the Government. This IFB does not commit the Government to pay any proposal preparation costs, nor does it obligate the Government to procure or contract for these services. This request shall not be construed as authorization to proceed with, or be paid for charges incurred by performing any of the work called for in this solicitation.

The Contracting Officer is the only person authorized contact with potential bidders regarding the solicitation. Potential bidders are not permitted to contact Government personnel regarding this procurement. If you have any questions regarding this solicitation, please contact the undersigned at (757) 864-2473 or via email at: [patricia.hopkins@nasa.gov](mailto:patricia.hopkins@nasa.gov) .

//signed//  
Patricia Hopkins  
Contracting Officer