CUSTODIAL SUPPORT SERVICES INVITATION FOR BID (IFB) NNL15541369E

PRE BID CONFERENCE AND SITE VISIT

NASA Langley Research Center

July 8, 2015
1:00 – 3:00 pm

GOVERNMENT TEAM MEMBERS

- Ola Charles, Office of Procurement, Contract Specialist
- Daphne Darden, Office of Procurement, Contracting Officer
- Randy Manning, Small Business/Industry Assistance Office
- Connie Buffin, Center Operations Directorate, Contracting Officer's Representative (COR)
- Rodney Robertson, Center Operations Directorate, Alternate Contracting Officer's Representative (Alt. COR)
- Peter Van Dyke, Center Operations Directorate, Standard Practice and Environmental Engineering Branch

PRE-BID CONFERENCE

- FAR 14.207 Pre-Bid Conference
  - Purpose is to explain specifications and requirements as soon as possible after IFB is issued and before bid opening
  - Not to be used as substitute for amending a defective or ambiguous invitation

- FAR 15.201 Exchange With Industry Before Receipt of Proposals
  - Establishes procedures for information exchange
  - Encourages exchange of information consistent with procurement integrity requirements

- Any discussions, comments, etc., made by Government personnel during this Pre-Bid Conference / Site Visit are considered unofficial until incorporated into the IFB through an Amendment.

- The IFB, and any Amendments made thereafter, take precedence over all responses and exchanges made during this Pre-Bid Conference and Site Visit.

AGENDA

- Opening Remarks
- Procurement Overview
- Technical Aspects
- IFB Overview
- Site Tour

OPENING REMARKS

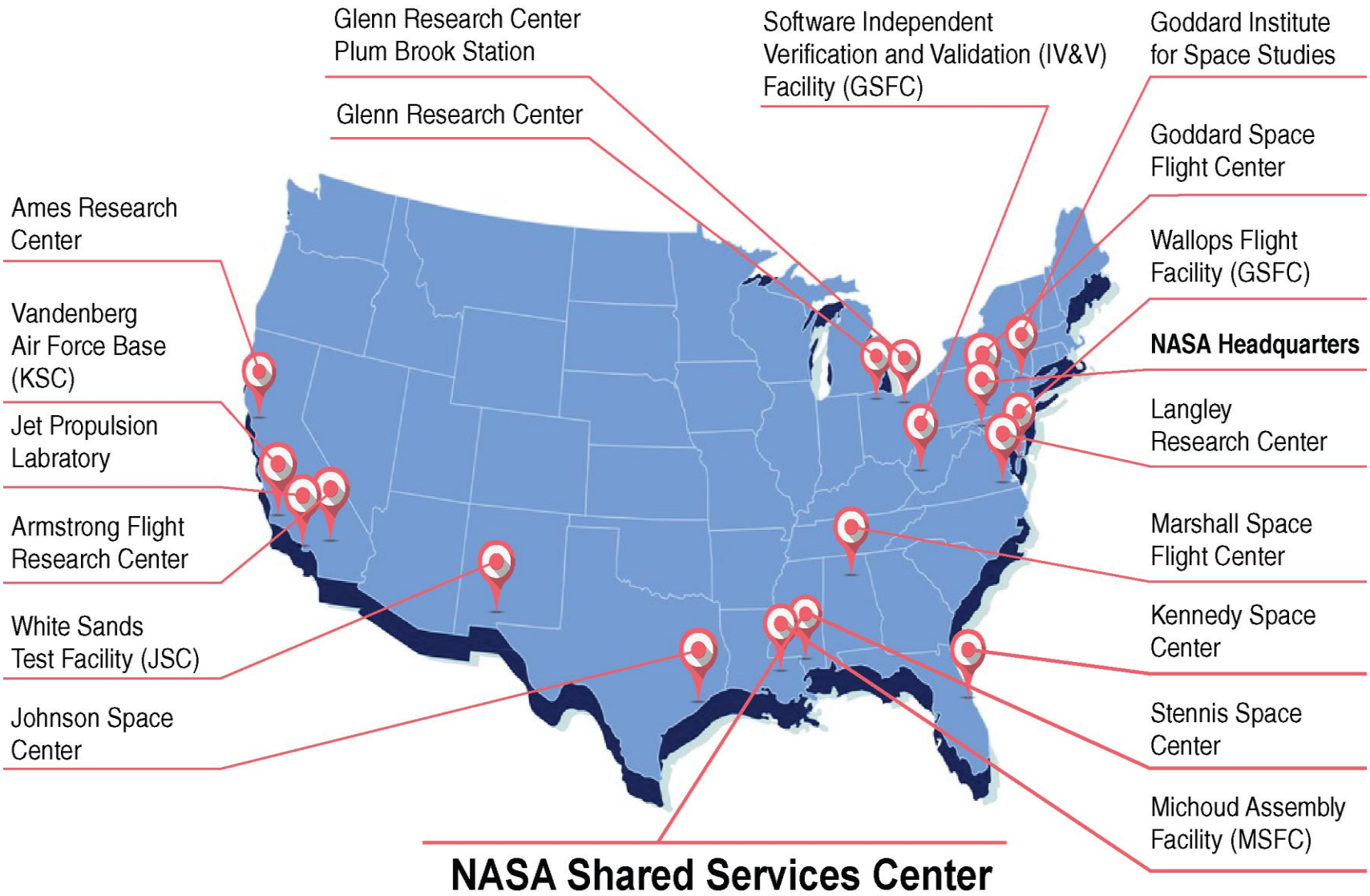
- All questions must be submitted in writing no later than July 15, 2015. Potential bidders' questions posed orally during the pre-bid conference/site visit must be reduced to writing and provided to the Contracting Officer prior to the completion of the event.

- 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.

- The Government reserves the right to post all questions received during this conference 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.

NASA CENTERS



LANGLEY RESEARCH CENTER

Founded in 1917

- **1st civil aeronautical research laboratory**

Budget

- **~$825M**

Workforce

- **~1,900 Civil Servants**
- **~1,600 Contractors**

Infrastructure/Facilities

- **764 acres, ~156 Buildings/Structures**
- **$3.5B Replacement Value**

PROCUREMENT OVERVIEW

- Competitive 8(a) Set-Aside (See IFB Section I, Clause I.9 (52.219-18))

- Meets the requirements of Section I clause 52.219-14 “Limitations on Subcontracting (November 2011)”

- 8(a) eligibility will be verified with SBA

- Incumbent Contractor – NSR-Integrity Joint Venture LLC
  - Awarded Value: $6.4M Base and 4 One-Year Options
  - Current Value: $7.3M
  - Period of Performance ends September 30, 2015

- Invitation For Bids (IFB) – Sealed Bid

  Award to Responsible, Responsive, Low Bidder

PROCUREMENT OVERVIEW

- **Period of Performance: 10/01/2015 – 09/30/2020**
  - Base Period and 4 One-Year Options

- **Procurement Schedule:**
  - Bids Due (See SF 33, Block 9) 6/23/2015
  - Award 8/7/2015
  - Post Award Conference 8/21/2015
  - Transition/Phase-In 8/22/2015
  - Begin Base Contract Performance 10/01/2015*

* Subject to change by Amendment only. Other dates are provided for planning purposes only.

TECHNICAL ASPECTS

Connie Buffin
Center Operations Directorate

TECHNICAL ASPECTS STATEMENT OF WORK

General Scope

The Contractor shall furnish all supervision, qualified personnel, administrative services, equipment, materials, supplies, and transportation necessary to provide the custodial support as defined in the SOW for facilities located at NASA Langley Research Center and NASA buildings located on the adjacent Langley Air Force Base, Hampton, Virginia.

BASIC CUSTODIAL SERVICES

CLIN 1 - Basic Custodial Services (SOW Section 4) include but are not limited to:

- Floor Maintenance - carpeted and non-carpeted (SOW Sec 4.1)
- Trash/Waste Collection and Removal (SOW Sec 4.5)
- Drinking Fountains (SOW Sec 4.6)
- Sinks, Including Shop Sinks (SOW Sec 4.7)
- Kitchen Areas in buildings other than the Cafeteria (SOW Sec 4.8)
- Glass Cleaning (SOW Sec 4.9)
- Dusting (SOW Sec 4.10)
- Cigarette Ash/Butt Receptacles (SOW Sec 4.12)
- Cleaning of Restrooms/Locker Rooms (SOW Sec 4.13)
- Clean-up of Water Spills (SOW Sec 4.14)
- Table and Chair Set-up and Removal (SOW Sec 4.15)
- Additional requirements for the Langley Child Development Center (SOW Sec 4.16)

INDEFINITE DELIVERY/INDEFINITE QUANTITY

CLIN 2 - Indefinite Delivery/Indefinite Quantity (IDIQ) Services (SOW Section 5) are unscheduled, nonrecurring services and supplies provided on as needed basis, over-and-above CLIN 1 Basic Custodial Services.

- Services ordered by Firm-Fixed Price Task Orders or PCard purchases
- Potential areas include, but are not limited to:
  - Conference facilities
  - Other services to include special events, supplemental waste removal, portable restrooms, exterior window cleaning, and other miscellaneous supplies and services
  - Emergency Custodial Services

GOVERNMENT FURNISHED PROPERTY, SERVICES AND SUPPLIES

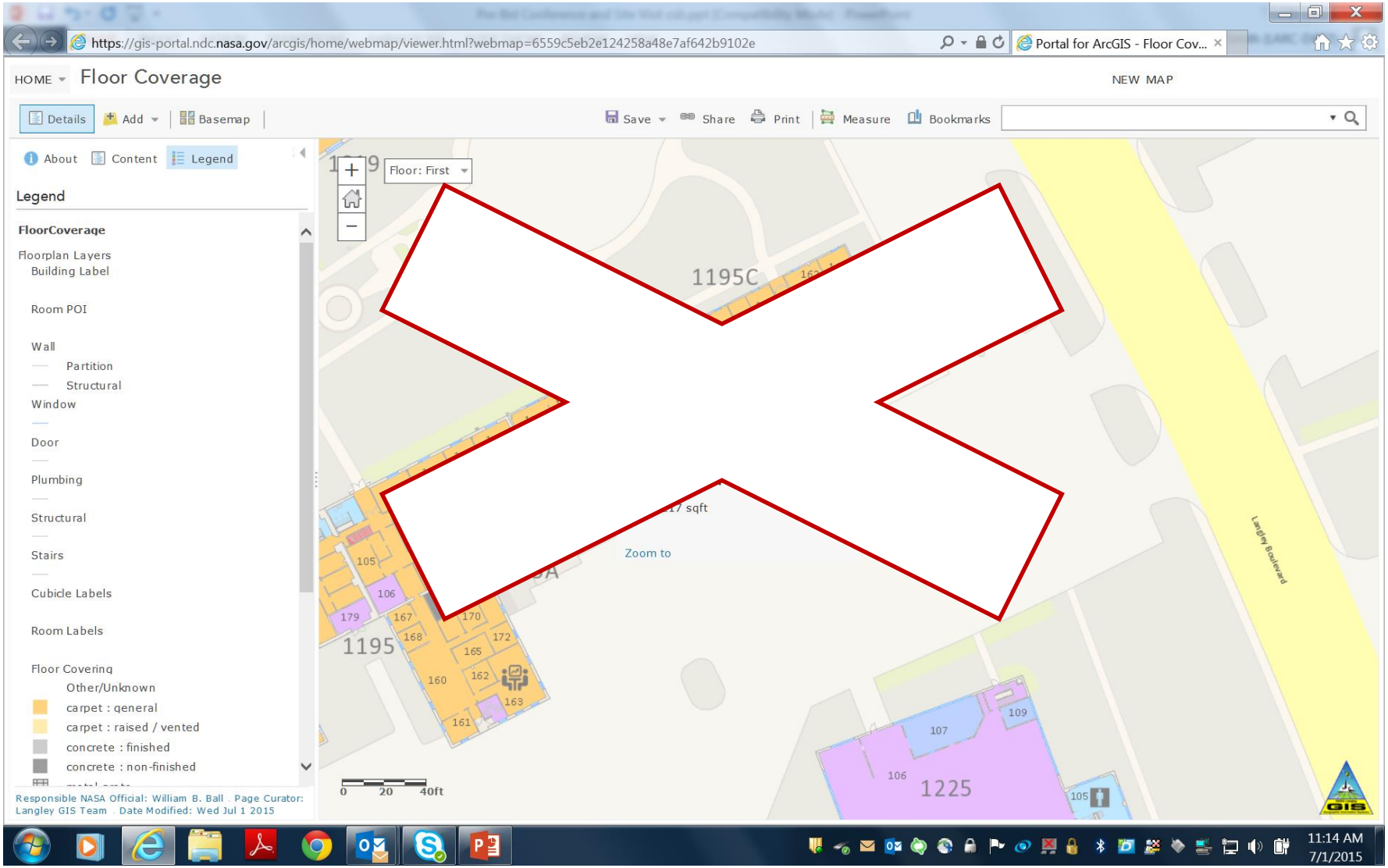
Government provides:

- LaRC building 1197 for use as the Contractor Facility (SOW Sec 10.1)
- Janitorial Closets or Storage Areas (SOW Sec 10.2)
- One desktop computer and service to manage, integrate, control and record all work preformed under this contract. Computer shall only be used for this contract. (SOW Sec 10.3)
- Following Supplies (SOW Sec 10.4):
  - Walk-off mats
  - Dispensers for soap, paper towels and toilet paper
  - Office and restroom trash/waste receptacles
  - Feminine hygiene product disposal receptacles
  - Cigarette ash/butt receptacles

DEMONSTRATION OF GEOGRAPHIC INFORMATION SYSTEM (GIS)

https://gis-portal.ndc.nasa.gov/arcgis/home/webmap/viewer.html?webmap=6559c5eb2e124258a48e7af642b9102e

DEMONSTRATION OF GEOGRAPHIC INFORMATION SYSTEM (GIS)



Estimated Square Footage (SF)

		Building, Estimated SF and Cleaning Level								
Bldg.		Area Carpet	Area Tile	Area Concrete	Area Rubber	Area Terrazo	Area Other	Total SF	No. of Rest-rooms	Comments
CLEANING LEVEL 1										
644	-	827	1,376	246	0	0	212	2,661	0	To include 3rd floor hallway to 4th floor control room in bldg. 645
645	-	894	0	0	0	0	0	894	0	4th floor control room only
645	A	2,081	1,474	132	319	0	0	4,006	2	
646	-	0	1,993	5,780	203	0	342	8,318	2	
647	-	14,443	1,303	18,517	0	0	1,502	35,765	7	
648	-	10,568	3,186	21,998	226	0	1,852	37,830	7	
1101	-	0	107	0	0	0	0	107	1	
1146	-	12,428	1,053	4,221	0	0	3,088	20,790	5	
1148	-	14,100	14,184	24,491	1,184	0	2,206	56,165	4	
1169	-	3,115	224	0	0	0	0	3,339	2	
1177	-	2,114	0	169	0	39	0	2,322	1	
1181	-	158	35	2,957	0	0	0	3,150	1	
1187	-	144	71	9,295	0	0	0	9,510	1	
1188	-	1,420	326	7,503	0	0	0	9,249	2	
1189	-	8,385	320	521	0	0	0	9,226	2	
1190	-	6,396	336	1,171	0	0	843	8,746	2	
1191	-	3,274	229	0	0	0	0	3,503	2	
1194	-	20,467	9,377	5,081	590	137	2,354	38,006	7	*Scheduled to close FY18
1194	A	3,011	309	38	0	903	49	4,310	2	*Scheduled to close FY18
1195	-	15,142	621	0	0	0	48	15,811	3	
1195	A	15,641	350	0	55	0	551	16,597	2	
1195	B	8,440	537	31	79	0	558	9,645	2	
1195	C	9,718	437	0	198	0	233	10,586	2	
1197	-	114	212	3,301	0	0	0	3,627	2	
1198	-	285	103	2,480	0	0	0	2,868	1	
1199	-	6,410	1,840	7,167	0	0	1,755	17,172	2	
1200	-	7,313	12,535	5,520	0	131	0	25,499	5	*Scheduled to close FY20
1201	-	2,558	4,246	351	0	0	1,110	8,265	4	
1202	-	17,893	40,817	3,727	85	5,072	511	68,105	9	*Scheduled to close FY20

Estimated Square Footage (SF) (continued)

1202	A	13,117	366	0	0	182	638	14,303	3	Rms 130, 130A, 130D, 162, 163 and hall H1D only
1205	-	13,827	15,772	18,917	244	1,069	6,363	56,192	9	
1206	-	3,738	594	20,416	0	0	7,695	32,443	4	
1208	-	9,237	5,182	13,676	0	0	4,559	32,654	6	
1208	A	2,856	532	0	0	0	1,213	4,601	3	
1209	-	57,187	2,085	87	0	0	307	59,666	5	*Scheduled to close FY19
1211	-	0	1,047	214	0	0	0	1,261	0	Sweep out every other week
1212	-	24,558	3,097	4,046	0	168	1,360	33,229	8	No service rms 139, 140A, 142, 142A, and 144
1212	C	1,969	3,904	5,760	0	0	1,221	12,854	7	No service rms 101, 101A, 104, 108, 109, 109A, 112,201S, and 210
1214	-	1,010	661	2,842	0	0	0	4,513	1	
1215	-	1,042	3,599	0	0	0	21	4,662	2	No service rooms 106, 106C, 107, 110, and 110A. No service above 1st floor level.
1216	-	9,368	1,932	116	525	0	0	11,941	8	Does not include Clinic area and rms 125 and 128
1220	-	29,979	7,482	1,084	658	631	8,693	48,527	8	
1221	-	6,281	333	0	225	0	0	6,839	2	
1221	A	1,388	132	6,262	0	0	455	8,237	2	
1221	B	10,437	1,170	18,607	0	0	3,712	33,926	6	
1221	C	867	3,285	20,017	0	124	955	25,248	1	
1221	D	0	0	4,648	0	0	1,085	5,733	0	
1222		10,727	5,312	654	209	0	36	16,938	7	*Scheduled to close FY16
1225	-	7,003	2,723	0	0	87	25,731	35,544	4	
1228	-	1,147	257	0	0	0	0	1,404	2	

Estimated Square Footage (SF) (continued)

1230	-	13,323	12,059	4,601	0	706	1,066	31,755	8	No service for area under construction
1230	A	0	967	0	0	0	0	967	0	
1230	B	2,964	9,028	2,201	651	0	0	14,844	4	
1232	-	19,197	1,793	81	0	447	2,730	24,248	8	No service rm 120H
1232	A	9,258	12,188	6,292	0	0	18,795	46,533	5	
1233	-	0	0	1,686	0	0	0	1,686	1	
1235	-	0	232	376	0	0	0	608	1	Service rms 100, 104 and 201 only
1236	-	14,362	2,060	45,331	181	503	4,753	67,190	9	
1237	A	235	6,442	1,916	0	0	259	8,852	1	
1237	B	0	154	4,347	0	0	0	4,501	2	
1237	C	0	1,996	0	0	0	553	2,549	0	
1238	-	4,235	3,959	0	0	0	1,864	10,058	4	
1238	A	0	6,330	0	0	0	0	6,330	1	
1238	B	1,602	16,207	5,189	0	0	8,773	31,771	2	
1240	-	515	0	4,764	0	0	595	5,874	0	
1241	-	0	0	7,224	0	0	0	7,224	2	Entry area and restroom only
1242	-	2,868	2,324	1,980	0	0	460	7,632	4	No service rm 105
1244	-	34,962	15,400	96,299	451	2,120	10,006	159,238	10	No service rms 122C, 130, and 142
1244	C	7,515	415	0	296	0	1,011	9,237	0	
1244	D	0	1,531	22,535	0	0	0	24,066	1	
1245	-	0	560	0	0	0	0	560	1	Room 102 and restroom 100A only
1247	A	12,376	949	1,298	0	1,735	0	16,358	6	
1247	B	1,938	399	48,482	0	737	631	52,187	2	
1247	D	2,390	7,370	37,399	84	761	3,212	51,216	3	
1247	E	0	3,213	33,199	0	0	143	36,555	3	
1247	H	955	573	4,716	0	0	120	6,364	1	
1248	-	592	8,650	2,283	0	93	2,008	13,626	10	
1250	-	24,310	19,865	11,208	237	6,418	7,469	69,507	11	
1250	A	5,337	414	0	270	0	0	6,021	2	
1251	A	21,407	8,974	35,802	787	0	6,249	73,219	10	No service rms 160 and 161
1256	-	1,228	1,194	4,869	0	238	0	7,529	2	
1256	A	293	906	787	0	0	160	2,146	0	

Estimated Square Footage (SF) (continued)

1256B	-	0	0	0	0	0	0	0	0	Pull trash from inside of front and back doors of rm 101. No other services needed.
1256	C	0	0	4,842	0	0	262	5,104	0	
1262	-	3,238	494	10,288	0	0	51	14,071	3	
1265	-	3,968	3,574	8,332	0	0	5,616	21,490	3	
1267	-	9,180	361	3,574	0	0	689	13,804	3	No service rms 127 and 129
1267	A	330	875	13,150	0	0	399	14,754	2	
1268	-	20,925	10,917	1,795	307	611	61	34,616	12	
1268	A	31,553	21,160	8,210	0	472	143	61,538	7	
1268	B	6,532	16,921	35	0	0	38	23,526	2	
1268	C	23,254	5,310	0	223	0	0	28,787	4	
1268	D	3,266	2,693	5,602	0	0	1,317	12,878	2	
1275	-	285	1,162	13,905	0	0	292	15,644	2	*Scheduled to close FY17
1286	-	382	0	944	0	0	0	1,326	2	
1289	-	368	57	1,588	0	0	889	2,902	1	
1292	-	138	471	3,686	0	0	0	4,295	2	
1293	A	7,118	1,094	12,074	1,508	422	2,834	25,050	6	
1293	B	6,687	1,862	8,932	0	180	5,099	22,760	3	
1293	C	0	17,940	2,279	585	0	0	20,804	4	
1295	-	0	58	1,553	0	0	710	2,321	1	
1296	-	0	3,830	688	0	0	0	4,518	2	
1297	-	3,253	796	2,937	230	0	0	7,216	3	
1297	C	0	0	2,503	0	0	0	2,503	0	
1297	E	0	0	1,667	0	0	0	1,667	0	
1298	-	14,901	632	1,189	0	0	76	16,798	3	
1299	-	7,809	26,125	1,454	0	823	2,170	38,381	4	*Scheduled to close FY20
1299	F	0	1,131	351	0	0	0	1,482	2	Service rms 104, 105, hall H1A, and stairs only
2102		30,963	56	0	0	19,043	5,242	55,304	8	Office Area of ED/RD
TOTALS		749,089	420,737	738,486	10,610	43,852	178,003	2,140,777	365	

Estimated Square Footage (SF) (continued)

Bldg.		Area Carpet	Area Tile	Area Concrete	Area Rubber	Area Terrazo	Area Other	Total SF	No. of Rest-rooms	Comments
CLEANING LEVEL 2										
1219	-	25,621	1,133	243	0	462	65	27,524	5	
1308	-	2,532	323	0	0	0	0	2,855	3	
2101	-	5,437	1,638	0	0	112	0	7,187	1	Director's Suite and 3rd floor Atrium
TOTALS		33,590	3,094	243	0	574	65	37,566	9	

Bldg.		Area Carpet	Area Tile	Area Concrete	Area Rubber	Area Terrazo	Area Other	Total SF	No. of Rest-rooms	Comments
CLEANING LEVEL 3										
1216 Clinic	-	463	271	0	0	3,928	0	4,662	2	Includes rms 125 and 128
1222	B	4,755	1,723	1,095	407	0	59	8,039	3	Mopping of gym floor 1x/week. All sweeping and mopping of the gym floor shall be performed between 7:15 a.m. and 11:00 a.m. Shampoo/ disinfect carpet quarterly.
2102	-	36,157	7,340	1,802	0	6,279	8,294	59,872	2	Excludes ED/RD Office Areas
TOTALS		41,375	9,334	2,897	407	10,207	8,353	72,573	7	

Estimated Square Footage (SF) (continued)

Bldg.		Area Carpet	Area Tile	Area Concrete	Area Rubber	Area Terrazo	Area Other	Total SF	No. of Rest-rooms	Comments
CLEANING LEVEL 4										
2101	-	49,213	3,064	505	1,726	4,077	224	58,809	6	Excludes Director's Suite and 3rd floor Atrium
TOTALS		49,213	3,064	505	1,726	4,077	224	58,809	6	

Bldg.		Area Carpet	Area Tile	Area Concrete	Area Rubber	Area Terrazo	Area Other	Total SF	No. of Rest-rooms	Comments
CLEANING LEVEL Langley Child Development Center										
1231	C	175	8,718	316	0	0	0	9,209	7	Section 4.15
TOTALS		175	8,718	316	0	0	0	9,209	7	

CENTER TOTALS		Area Carpet	Area Tile	Area Concrete	Area Rubber	Area Terrazo	Area Other	Total SF	No. of Rest-rooms	Comments
		873,442	444,947	742,447	12,743	58,710	186,645	2,318,934	394	

ENVIRONMENTAL REQUIREMENTS

Peter Van Dyke
Center Operations Directorate

ENVIRONMENTAL REQUIREMENTS

SOW Section 9

- The Center operates under numerous laws, regulations and permits. NASA Environmental is here to help ensure compliance. Please feel free to contact us at any time with questions.

- We will train a contract staff member as the Facility Environmental Coordinator (FEC).

- SOW and FAR regulations require affirmative procurement (recycled content) and bio-based product purchases. Product usage is tracked and subject to government approval. See SOW section 9.1.
  - Examples of affirmative procurement items include bathroom tissue, plastic trash bags, paper towels, etc. http://www.epa.gov/cpg/products.htm
  - Bio-based products purchase requirements would apply to items like cleaners, hand soap, sanitizers, deodorizers, etc. www.biopreferred.gov

ENVIRONMENTAL REQUIREMENTS

Wastewater disposal must be done properly. LaRC's sewer systems (sanitary and storm) are highly regulated. Mop water, clean-up water, etc. should always be disposed into the sanitary system (floor drains and/or utility sinks) and never into the storm system (exterior catch basins/storm drains).

INVITATION FOR BID

- **IFB Section B – Supplies or Services and Prices**
  - Transition/Phase-In –
    - Completed prior to the performance start date for the Base Period
    - Contractor will be required to be fully operational on the effective date of the contract.
    - A CLIN for Transition/Phase-in will not be used or separately priced.
  - Firm Fixed Price (FFP) CLIN X001 for Custodial Support Services
    - Subsequent New Town Building may be incorporated in accordance with the Changes clause of the contract
  - Indefinite Delivery/Indefinite Quantity (IDIQ Task Orders) CLIN 0002 for services "Over and Above" FFP Basic Custodial Support Services
    - Utilizing the schedule of rates and labor categories established under Pre-priced Services in Section B, Clause B.5.
    - Includes FFP Pcard purchases up to $3K
      - The successful offeror will be required to accept the Government's Pcard Terms & Conditions

INVITATION FOR BID

- **IFB Section B – Supplies or Services and Prices (continued)**
  - Section B, Clause B.4 Pricing Schedule
    - Offerors should refer to PWS Attachment 1 when calculating its proposed unit prices and total bid. The total pricing for each year in Contract Exhibit B must equal the amount bid for the corresponding CLIN in Section B, Clause B.4.
    - The FFP amounts in Section B.4 will take precedence over the offeror's calculations that are disclosed in Contract Exhibit B.
    - Ensure bid amounts are correct and no mistakes are made when inserting amounts for each CLIN in Pricing Schedule
    - Reference IFB Section M, Provision M.3 "Evaluation of Price"

INVITATION FOR BID (continued)

- **Section L - Instructions, Conditions, and Notices to Bidders**
  - Contract Type: Firm-Fixed Price
  - Pre-Bid Conference Instructions
  - Communications Regarding this Solicitation
  - Bidders Library and Instruction for LaRC Geographical Information System (GIS) / Freedom of Information Act (FOIA)
  - Proposal Submissions Guidelines
    - Bid Dates, Times, Locations
  - Documentation to submit with Bid Package as stated in Section L.11:
    - Original and 2 hard copies
    - SF 33 complete “OFFER” Blocks 12 – 18 (Sign and Date)
    - Section B Contract Clauses B.4 (Part I, Section B, Pricing Schedule); and B.5 (Pre-Priced Schedule of Service Categories & Labor Rates for IDIQ Support)
    - Section K, complete Provisions
  - Bidders are not required to submit Attachments, Exhibits, or Appendices

INVITATION FOR BID (continued)

- **Section M – Instructions, Conditions, and Notices to Bidders**

  - M.3 - Evaluation of Bids based on Total Overall Evaluated Price
    - Amount proposed in *Section B, Clause B.4 (Pricing Schedule)*
    - Any bid may be rejected if determined to be unreasonable as to price. Unreasonableness of price includes not only the total price of the bid, but individual line items as well any bid may be rejected if prices for any line items or sub-line items are <u>materially unbalanced</u>.

  - Ensure bid amounts are correct and no mistakes are made when inserting amounts for each CLIN in Pricing Schedule.

INVITATION FOR BIDS (continued)

- Award will be made to responsible bidder whose bid, conforming to the invitation, will be most advantageous to the Government, considering only price and the price-related factors (see 14.201-8) included in the invitation. Award shall not be made until all required approvals have been obtained and the award otherwise conforms with 14.103-2.
- Award is to be made in the aggregate (all-or-none basis)
- Determination of Responsibility will be made prior to award IAW FAR 9.1:
  - Adequate financial resources, or ability to obtain them
  - Comply with proposed performance schedule
  - Satisfactory performance record (Shall not be determined responsible or nonresponsible solely on basis of lack or relevant performance history)
  - Satisfactory record of integrity and business ethics
  - Organization, experience, accounting, operations controls, technical skills, or ability to obtain them
  - Otherwise qualified and eligible to receive an award under applicable laws and regulations

INVITATION FOR BIDS (continued)

- Collective Bargaining Agreement (CBA) is effective during entire period of performance of contract.

- Contract award can only be made to the small business concerns expressly certified by the Small Business Administration in the SBA 8(a) program. (See Section I.9 clause “Notification of Competition Limited to Eligible 8(a) Concerns (52.219-18) (June 2003) (Deviation)”).

- The apparent successful offeror will submit a Safety and Health Plan.

CLOSING REMARKS

- LaRC Site Visit
  - Walking Tour / Window bus tour of center (excludes buildings on Langley Air Force Base)
  - Building 2102 (New NASA)
  - Building 1148/1205 (Old NASA)
  - Building 1231C (Day Care Center)
- Return to Badge and Pass Office
- Submit any questions in writing to the CO before the site visit is complete.
- The IFB and any amendment made hereafter takes precedence over all responses received during this Pre-Bid Conference / Site Visit.