

| <b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>  |                                  |   | 1. CONTRACT ID CODE<br>J                              | PAGE OF PAGES<br>1   6              |
|--|----------------------------------|---|---|-------------------------------------|
| 2. AMENDMENT/MODIFICATION NO.<br>0001  | 3. EFFECTIVE DATE<br>29-Jan-2016 | 4. REQUISITION/PURCHASE REQ. NO.  |   | 5. PROJECT NO.(If applicable)       |
| 6. ISSUED BY<br>NAVAL FACILITIES ENG COMMAND WASHINGTON<br>1314 HARWOOD ST SE, BLDG 212<br>WASHINGTON NAVY YARD DC 20374   | CODE<br>N40080                   | 7. ADMINISTERED BY (If other than item 6)<br><b>See Item 6</b>                      |   |                                     |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)  |                                  | X   | 9A. AMENDMENT OF SOLICITATION NO.<br>N40080-16-R-0308 |                                     |
|  |                                  | X   | 9B. DATED (SEE ITEM 11)<br>13-Jan-2016                |                                     |
|  |                                  |   | 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 checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended.<br>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:<br>(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.<br>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.)<br><br>N40080-16-R-0308 Regional Pest Control Services, Naval District Washington, Washington, DC<br><br>Amendment 0001 to update the Pre-Performance Conference and Site Visit dates to occur February 8-9, 2016 since Winter Storm Jonas precluded the original dates of January 26-27, 2016. Please review the continuation page carefully for the information to RSVP by 2:00 p.m. this coming Monday, 1 February 2016. Additionally, Section L is updated to reflect the new RFI Cut-Off day and time of 2:00 p.m. Eastern on 12 February 2016, and the proposal due date is extended to 2:00 p.m. Eastern on 24 February 2016. See Continuation Page.  |                                  |   |   |                                     |
| 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<br><br>_____<br>(Signature of person authorized to sign)   | 15C. DATE SIGNED                 | 16B. UNITED STATES OF AMERICA<br><br>BY _____<br>(Signature of Contracting Officer) |   | 16C. DATE SIGNED<br><br>29-Jan-2016 |

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

## SECTION A - SOLICITATION/CONTRACT FORM

The required response date/time has changed from 12-Feb-2016 02:00 PM to 24-Feb-2016 02:00 PM.

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

The following have been modified:

NFAS CLAUSESNFAS Clauses in Section L

## 5252.215-9300 CONTENT OF PROPOSALS (JAN 2003)

(a) **PROPOSAL REQUIREMENTS.** The technical proposal and the price/cost proposal shall be submitted in separate volumes. The technical proposal shall not contain any cost/pricing information, except for salary information provided on resumes. The technical proposal presented by the offeror to whom the award is made will be incorporated into the contract at time of award.

(b) The offeror shall submit the following information:

(1) 1 completed signed solicitation packages, including executed representations and certifications, and cost/prices in Section B and any accompanying exhibits.

(2) 4 copies of the technical proposal.

(3) 2 copies of the cost/price proposal.

(c) **TECHNICAL PROPOSAL.** Each technical proposal shall be precise, detailed, and complete as to clearly and fully demonstrate a thorough knowledge and understanding of the requirements. As a minimum, the proposal must contain sufficient detail so that it may be evaluated in accordance with the **EVALUATION FACTORS** provision, Section M.

(d) **PRICE/COST PROPOSAL.** Each price/cost proposal shall contain a breakdown of direct labor costs; direct material cost (identifying the quantity, type and unit price); subcontracting costs; overhead costs; general and administrative costs; and profit.

(1) Offers are solicited on an "all or none" basis and FAR 52.215-1, **INSTRUCTIONS TO OFFERORS-COMPETITIVE ACQUISITION (MAY 2001)** in Section L, is hereby modified. Failure to submit offers for all line items listed shall be cause for rejection of the offer.

(End of provision)

## 5252.237-9302 SITE VISIT (JUL 1995)

(a) The sites will be available for visitation at on Monday and Tuesday, February 8 and 9, 2016 beginning with a Pre-Proposal Conference at 8:00 a.m. at the Washington Navy Yard in Washington, DC. Please RSVP to Madalyn

Hawkins, Supervisory Service Manager, at madalyn.hawkins@navy.mil with your plan to attend (limited to two attendees per offeror) no later than 2:00 p.m. on Monday, 1 February 2016.

- (b) Visitors may be required to present documentation evidencing personal identification and firm affiliation.

(End of provision)

#### PROPOSAL GENERAL INFORMATION

**General Information:** The price proposal and non-price proposals shall be submitted in separate three ring binders, tabbed appropriately, and must include a cover page with the name of the prime contractor, addresses, phone and fax numbers, email addresses, solicitation number, and point of contact. Binders must be marked as "Volume 1: Price Proposal" and "Volume 2: Non-Price Proposal". Should there be a discrepancy between paper and electronic information, the paper copies shall govern.

#### **L1. CONTRACTOR PROPOSAL CERTIFICATION**

Contractor is required to certify in writing on page 1 of proposal the following:

\_\_\_\_\_ (Name of Offeror)  
warrants that its proposal \_\_\_\_\_ (of date or other identifier) incorporated herein by reference, including, but not limited to, proposed approaches, staffing, methodology, or work plans, will meet the performance objectives set forth in this contract during the execution thereof. The contractor is not excused from meeting such performance objectives in the event such proposal proves inadequate as conceived or executed to meet such performance objectives. The contractor understands that it bears all of the cost and performance risk associated with adopting acceptable additional (and/or alternative) means or methods of meeting the performance objectives.

#### **L2. PRICE & NON-PRICE PROPOSAL**

- a. **VOLUME 1: PRICE PROPOSAL** – The price proposal shall contain all the submission requirements listed in Section M. Submit one (1) original and one (1) copy in 8-1/2 x 11 format, font size 12 in a three ring binder along with two (2) CD copies. Documents should be in Word and Excel format. Please do not submit in Adobe Acrobat format. Include the total price for the Exhibit Line Item Numbers (ELINs) (Recurring and Non- Recurring) and Contract Line Item Numbers (CLINs) The ELINs (J-0200000-04) should be in Excel format and unprotected.

**TAB 1 - COVER LETTER:** The cover letter shall be signed by an employee of the Offeror who has authority to approve the positions listed in the cover letter. The cover letter shall include:

- i. The solicitation number.
- ii. The offeror's name, address, phone number, facsimile number, email address, DUNS and CAGE CODE which is identical to that on the Standard Form (SF) 33, page 1 of the RFP.
- iii. A statement specifying agreement with all terms, conditions, and provisions included in the RFP and agreement to furnish any or all items upon which prices are offered at the price set opposite each item.
- iv. Acknowledgement of all amendments.

**TAB 2 - STANDARD FORM (SF) 33 SOLICITATION, OFFER AND AWARD AND SECTION B SUPPLIES OR SERVICES AND PRICES:** Offerors shall

complete and submit the following:

- i. SF33, Page 1: Blocks 12 through 18 of the SF33. In Block 12, the offeror shall indicate that their offer is valid 180 days after the price proposal due date. In block 15a include

telephone number, facsimile number, e-mail address, TIN, DUNS Number, and CAGE Code. The address provided shall match the offeror's address listed in the System for Award Management at <https://www.sam.gov/portal/public/SAM/>

- ii. SF33, Section B, Supplies or Services and Prices, starting on page 2 – Complete each item number by entering the offeror's proposed price.

**TAB 3 - REPRESENTATIONS, CERTIFICATIONS AND OTHER**

**STATEMENTS OF OFFERORS:** The offeror shall complete all the representations, certifications, and other statements required in Section K of the Solicitation (FAR 52.204-8 and DFAR 252.247-7022) on the ORCA website at [www.orca.bpn.gov](http://www.orca.bpn.gov). The Government will download the representations, certifications, and other statements from the ORCA website. The offeror shall ensure the data is accurate and complete prior to submitting a proposal. The offeror shall submit a VETS 100 report for the current period at the Vets 100 website, <http://www.dol.gov/vets/programs/fcp/main.htm>. If a new partnership, new joint venture, or other new business entity is created to propose on this solicitation, such that the offeror is not required to have a VETS 100 report, the offeror shall explain the circumstances which exempt the offeror from having a current VETS 100 report on file.

**TAB 4- PRICING INFORMATION:** Complete the Exhibit Line Item Numbers Spreadsheet (Attachment J-0200000-04 EXHIBIT LINE ITEM NUMBERS ELINs) for the base year and all option years. Submit the ELINs in Excel format totaling the (Recurring and Non-Recurring) portions and provide an overall total. Provide a completed Section J, Exhibit Line Item Number (ELIN) pricing Attachment J-0200000-04 for the base year and all option years. Offerors shall enter their proposed unit prices with total amounts for all Exhibit Line Item Numbers (ELINs) for the Base Period and all Option Periods. Please see the below information:

- i. ELIN unit prices must be rounded to two (2) decimal places only. If an offeror does not round ELIN unit prices to two (2) decimal places then the Government will round the prices to two decimal places and the rounded prices will be used for evaluation purposes.
- ii. In the event there is a difference between a unit price and the total amount, the unit price will be held to be the intended offer and the total of the CLIN and ELIN will be recomputed to take into account the change in the contract ELINs. If the offeror provides a total amount for an ELIN, but fails to enter the unit price, the total amount divided by the ELIN quantity will be held to be the intended unit price.
- iii. In the event there is a discrepancy between the Section J ELIN pricing and the Section B CLIN price, the Section J ELIN will be held to be the intended offer.
- iv. Prices provided shall be fully loaded and no other allocations, fees, overheads, G&A, insurance, taxes, profits or any other markups shall be applied when an option is exercised or a task order for pre-priced work ordered is issued.
- v. Costs for technical Specification 0100000 (Annex 1) and 0200000 (Annex 2) shall be considered overhead; therefore, these costs shall be allocated and included throughout the prices quoted for all other technical specifications.
- vi. Offerors may escalate costs for option years one through four.

**TAB 5- COST DATA:** Cost data indicated in NFAS clause 5252.215-9300(d).

- b. **VOLUME 2: NON-PRICE (TECHNICAL) PROPOSAL** – Submit one (1) original and three (3) copies in 8-1/2 x 11 format, font size 12 in three ring binders and tabbed appropriately by major evaluation factors along with two (2) CD copies. Documents should be in Adobe Acrobat format, except the FTE Worksheet, which should be in Excel format. No pen and ink changes are allowed. Page limit is 120 pages (60 sheets of paper). Pages exceeding the one hundred twenty (120) single-sided/sixty (60) double-sided page limitations shall not be evaluated.

**TAB 1 - COVER LETTER:** The cover letter shall be signed by an employee of the offeror who has authority to approve the positions listed in the cover letter. The cover letter shall include:

- i. The solicitation number.
- ii. The offeror's name, address, phone number, facsimile number, email address, DUNS and CAGE CODE which is identical to that on the Standard Form (SF) 33, page 1 of the RFP.
- iii. A statement specifying agreement with all terms, conditions, and provisions included in the RFP and agreement to furnish any or all items upon which prices are offered at the price set opposite each item.
- iv. Acknowledgement of all amendments.
- v. Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the Offeror's behalf with the Government in connection with this solicitation; and;
- vi. Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

**TAB 2 thru TAB 5– EVALUATION FACTORS:** The non-price proposal shall contain all the Submission requirements listed in Section M of the RFP for the non-price proposal.

### L3. NOTICE TO OFFERORS:

- a. Your acquisition points of contact for this project are Contract Specialist Julie Monohan at 202-685-8262 or email [Julie.monohan@navy.mil](mailto:Julie.monohan@navy.mil) and Contracting Officer Roya Sterner at 202-685-8052 or email [roya.sterner@navy.mil](mailto:roya.sterner@navy.mil).
- b. Proposal shall be sent **via FedEx** to the address and date stamped to the following address and POC no later than 2:00 p.m. Eastern time on **24 FEBRUARY 2016**:

**NAVFAC Washington**  
**Attn: Julie Monohan**  
**1314 Harwood Street SE, Building 212, First Floor Mail Room**  
**Washington Navy Yard, DC 20374**

Please allow **SUFFICIENT TIME** for your proposal to be received prior to the proposed closing time. Technical and Price proposals shall be submitted in sealed envelopes/boxes marked in the bottom right corner "Solicitation N40080-16-R-0308, DO NOT OPEN IN MAILROOM."

\*\*All proposals must be received prior to the due date and time. Any proposals submitted after the time set for receipt will be stamped with the date and hour of receipt and held unopened until after award. The file shall be documented in accordance with FAR 14.304-4.

### L4. REQUEST FOR PROPOSALS (RFP) INFORMATION/CLARIFICATION QUESTIONS:

All questions from offerors concerning any aspect of this request for proposal (RFP) must be submitted in writing. Prospective offerors are requested to submit written questions specifying the section paragraph of the specification for which clarification is desired. All inquiries will be answered in writing. Telephone questions will not be entertained. Offerors are specifically cautioned that verbal discussions and replies to question shall not have the effect of changing the provisions of the written RFP.

Prospective offerors are required to review the entire solicitation package before submitting questions. Requests for Information (RFI's) during the proposal preparation period shall be submitted by email to [Julie.monohan@navy.mil](mailto:Julie.monohan@navy.mil) and [roya.sterner@navy.mil](mailto:roya.sterner@navy.mil). Requests for information (RFIs) must be

submitted in a **WORD document**, and reference the Annex and Spec Item number when possible, and be submitted by the Prime Contractor only. Subcontractors with questions must submit them through the Prime Contractor.

**THE RFI CUT-OFF DATE IS 2:00 p.m. Eastern on 12 FEBRUARY 2016.**

#### **L5. ADDITIONAL INFORMATION TO BE SUBMITTED WITH PRICE PROPOSAL**

- a. In addition, the offer shall provide the latest three complete fiscal year financial statements for the prime contractor, certified by an independent accounting firm, if practicable, or at least by an authorized officer of the organization. Submit evidence of availability of working/operating capital, which will be used for the performance of the resultant contract. For Joint Venture arrangements submit the latest three complete fiscal year financial statements for each Joint Venture companies and discuss the financial responsibilities among the companies. The Government may also utilize Dun & Bradstreet reports to evaluate the financial capacity of the offeror.
- b. In order to be eligible for award, your firm must be determined responsible in accordance with FAR Part 9, specifically 9.104-1, General Standards. Your firm shall provide the following with its price proposal:
  - i. One (1) Signed Bank Reference demonstrating adequate financial resources. If your firm has a line of credit – provide information on how many figures can your firm borrow against the line of credit (i.e. medium 6 figures – exact line of credit is not required).
  - ii. Three (3) signed credit references. Credit references must verify that your firm pays its creditors timely and in accordance with the terms negotiated with the creditor.
- c. Although required to be submitted with your firm's price proposal, this information **will not** be evaluated as part of the price proposal. This information forms the basis of your firm's responsibility determination should your firm be considered for award.

#### **L6. DISPOSITION OF PROPOSALS**

Proposals from unsuccessful offerors will not be returned to the offeror, but shall be destroyed by the Contracting Officer. No certificate of destruction will be issued.

END OF SECTION L INSTRUCTIONS AND GENERAL INFORMATION

(End of Summary of Changes)