

SOLICITATION: HQ0013-07-T-0001

POC: Contact Lisa Davis, Contract Specialist, 703-604-0893, lisa.davis@dscamail
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DESCRIPTION: This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in FAR Subpart 12.6 and 13.106, as supplemented with additional information included in this notice. . The Defense Security Cooperation Agency (DSCA) is releasing this combined synopsis/solicitation electronically only. This on-line version of the Request for Quote (RFQ) is the official version for this acquisition. This announcement constitutes the only solicitation; quotes are being requested and a written solicitation will not be issued. In cases of conflict between the electronic (on-line) version of this RFQ and any downloaded version of the RFQ, the on-line RFQ prevails. A copy of this combined synopsis/solicitation can be downloaded at the following DSCA website: http://www.dscamail/programs/biz-ops/business_operations.htm. Offerors are encouraged to check both, the DSCA website and the Federal Business Opportunity (FEDBIZOPS) website at <http://www.fedbizops.gov> for any amendments to this combined synopsis/solicitation. All questions must be in writing and received by the Contracting Officer not later than 16 Jan 2007. No telephonic request will be entertained. All responses to questions will be posted by way of an amendment to this combined synopsis/solicitation to the FEDBIZOPS website for industry review. The email address for submission of all questions is lisa.davis@dscamail. All questions must be addressed to the Contracting Officer only. Any other official may disqualify the offeror from submission of a quote. ***Any and all past performance surveys (survey attached) must be submitted to the Contracting Officer by the closing date and time.*** Any past performance surveys received after this date will not be accepted nor evaluated. NO EXCEPTIONS. Past performance surveys may be faxed to the Contracting Officer ONLY at (703) 602-1671. Solicitation Number HQ0013-07-T-0001 is issued as a request for quote (RFQ) and is 100% set aside for Small Business. The award will be a Firm Fixed Price Blanket Purchase Agreement (BPA). Award date is expected to be not later than Jan 31, 2007. The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular (FAC) 2001-12. The NAICS code assigned to this project is 485999 and the size standard is \$6,500,000. However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees. The requirement is for the Defense Institute Security Assistance Management (DISAM), Wright Patterson Air Force Base (WPAFB), OH.

- The scope of work includes:
- Provide 15 passenger shuttle van (no taxis or buses) service from WPAFB VOQ, Hope Hotel and other hotels within the area used by students of DISAM to go to eating establishments in the Fairfield Common Mall area for meals during the weeks of DISAM courses (generally 35-40 weeks per year including some weekends). Current required hours of operation are: MON-FRI 1800-2200; SAT 1200-2100; SUN 1200-1800. This requirement

requires the flexibility for DISAM to be able to provide the vendor with a 1 hour notification of the location of hotels to pickup students. Hotel pickup at the primary hotel designated by DISAM to be made every hour on the hour during hours of operation with additional hotel pickups, if required, to be made consecutively in a timely manner, after pickup from primary location. Contractor must be able to receive payment by the Government Purchase Card. Weekly billing is required. A planned schedule of required days will be provided by DISAM monthly. Vendor must allow DISAM the ability to give an 8 hour notification to start or stop service. Vendor must allow DISAM the flexibility to add additional days and/or times to the schedule at anytime. Vendor must have enough shuttle vans to accommodate between 1 and 50 students per day. Students must be dropped off at an eating establishment to be named by the student and a pickup time will be provided to the driver by the student at that time. The driver will pickup the student within a 15-minute variance of the requested pickup time. The standard area that the driver is required to drop the students off is the Fairfield Commons Mall area, defined as Col Glenn between N. Fairfield and Grange Hall and N. Fairfield between Route 675 and Kemp Rd. Additional areas for drop off will be provided by DISAM, if required, within 8 hours of the requirement. The vendor may be required to utilize more than 1 van in the event that students are housed at two locations that are geographically removed from each other at a distance that will not allow serving both locations with a single van, or if the number of students utilizing the service exceeds the capability of a single van. Vendor must show proof of liability insurance prior to award. Vendor must show proof that van drivers have passed a background check and have a clean driving record. Drivers must be able to obtain clearance by Wright Patterson AFB for base entry.

Place of Performance. Performance for this requirement shall be at Wright Patterson AFB, OH and the surrounding Dayton OH area.

Period of Performance. This BPA is for a five year period, to be reviewed and/or updated on an annual basis depending upon Government need.

BPA Call Procedures: A list of individuals who are authorized to place calls against the BPA will be provided to the contractor. Verbal calls will be authorized against the BPA. No individual call under the BPA will exceed \$2,500.00.

The contract line items are: **CLIN 0001/FFP** – 15 passenger shuttle van Services, Quantity – Per Hour. Inspection and acceptance shall be made by Government at Government. FAR 52-212-1, Instructions to Offerors-Commercial is incorporated by reference and applies to this acquisition. FAR 52.212-2, Evaluation-Commercial Items apply to this acquisition. Fill ins for FAR 52.212-2 are as follows: (a)---1- Technical capability of the service to meet the Government requirement; rating is as follows: **Acceptable**-meets the Government requirement. **Unacceptable**-does not meet the Government requirement; 2- Past Performance; rating is as follows: **Exceptional**-no doubt

exists that the offeror will successfully perform the required effort, **Very Good**-little doubt exists that the offeror will successfully perform the required effort, **Satisfactory**-some doubt exists that the offeror will successfully perform the required effort, **Marginal**-substantial doubt exists that the offeror will successfully perform the required effort, **Unsatisfactory**-extreme doubt exists that the offeror will successfully perform the required effort, **Neutral**-unable to provide a score. No performance record identifiable (offeror must submit 3 completed surveys (survey attached)); 3- Price. Technical, Past Performance and Price are all equal in importance. Offerors shall include a completed copy of the provision at 52.212-3, Offeror Representation and Certifications – Commercial Items, with its offer. The FAR Clause 52.212-4 Contract Terms and Conditions – Commercial Items applies to this acquisition and will be incorporated into any resulting contract. The BPA will be prepared IAW FAR Part 13.303-3. The clauses at FAR 52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders – Commercial Items apply to this acquisition, specifically the following cited clauses and provisions are applicable: 52.222-21, Prohibition of Segregated Facilities; 52.222-22 Previous Contracts and Compliance Reports; 52.222-25 Affirmative Action Compliance; 52.222-26, Equal Opportunity; 52.222-36, Affirmative Action for Workers with Disabilities; 52.232-33, Payment by Electronic Funds Transfer-Central Contractor Registration; 52.232-37, Multiple Payment Arrangements; 52.204-7, Central Contractor Registration; 52.252-2, Clauses Incorporated By Reference; 52.232-36, Payment By Third Party; and 52.222.41, Service Contract Act. The following DFAR clauses and provisions apply to this solicitation and are incorporated by reference: 252.212-7001, Contract Terms and Conditions Required to Implement Statutes Applicable to Defense Acquisitions of Commercial Items; and 252.204-7004 Alt A, Central Contractor Registration (52.204-7) Alternate A. The contractor must be registered in the Central Contractor Registration (CCR) database to be eligible for award. Contractors can register at www.ccr.gov. Full text versions of clauses and provisions may be viewed at <http://farsite.hill.af.mil>. Solicitation closing date is Jan 22, 2007. All quotes must be received by 3:00 p.m. Eastern Standard Time. The Government reserves the right to award the contract without holding discussions. Offerors shall submit two copies of their quote and the Representations and Certifications (FAR 52.212-3) in person or by mail to the following address:

The Defense Security Cooperation Agency
Attn: Lisa Davis
201 12th Street South, Ste 203
Arlington, VA 22202
Commercial: (703) 604-0893

Offerors are reminded to insure your FEDEX or DHL package arrives on time. The DSCA office is open from 7:30-5:00 P.M. Monday through Friday. Any questions concerning this requirement should be addressed to the individual indicated above.

PAST PERFORMANCE SURVEY

I. Evaluation of Offeror:

Company/Division Providing Services:

Address:

Description of Services Provided:

Contract Number: _____ Dollar Value (Annual):

Performance Period: _____ Performance Location:

Type of Contract:

Check One:

Fixed Price _____ Cost Reimbursement _____ Other (Please Specify)

Check One:

Negotiated _____ Sealed Bid _____ Competitive _____ Non-Competitive

Basis of Payment:

Commodity _____ Labor/Equipment Hours _____ Other (specify)

Type & Extent of

Subcontracting: _____

II. Evaluated by:

Company/Organization/Address:

Name & Title:

Signature: _____ Date:

Telephone: _____ FAX:

III. Evaluation:

Please answer questions 1 through 15 using the following criteria. Circle only one response per question. For elements rated "unsatisfactory", please comment on the specific problem(s) or performance failure(s) that prompted this rating.

4 - Exceptional: Performance met and exceeded many of the contractual requirements to the organization's benefit. The contractual performance of the element being evaluated was accomplished with few minor problems for which corrective actions were highly effective.

3 - Very Good: Performance met and exceeded some to the contractual requirements to the organization's benefit. The contractual performance of the element being evaluated was accomplished with some minor problems for which corrective actions were effective.

2 - Satisfactory: Performance met contractual requirements. The contractual performance of the element being evaluated was accomplished with some minor problems for which corrective actions were satisfactory.

1 – Marginal: Performance barely met contractual requirements. The contractual performance of the element being evaluated reflects a serious problem for which corrective actions have not yet been identified, appear only marginally effective or were not fully implemented.

0 – Unsatisfactory: Performance did not meet some contractual requirement and recovery is not likely in a timely manner. The contractual performance of the element being evaluated reflects serious problems for which corrective actions were ineffective.

N/A: Not Applicable or not observed.

1. Evaluate the contractor's overall commitment to quality performance and customer satisfaction.

4 3 2 1 0 N/A

Comment:

2. Evaluate the contractor's overall technical competence.

4 3 2 1 0 N/A

Comment:

3. Evaluate the contractor's cooperation and willingness to work as a team (with your personnel, other contractors, etc.).

4 3 2 1 0 N/A

Comment:

4. Evaluate the contractor's compliance with contractual requirements.

4 3 2 1 0 N/A

Comment:

5. Evaluate the contractor's responsiveness to contract, program and/or schedule changes.

4 3 2 1 0 N/A

Comment:

6. Evaluate the effectiveness of the contractor's overall quality control procedures.

4 3 2 1 0 N/A

Comment:

7. Evaluate the effectiveness of the contractor's safety program or efforts.

4 3 2 1 0 N/A

Comment:

8. Evaluate the effectiveness of the contractor's cargo loss and damage prevention program or efforts.

4 3 2 1 0 N/A

Comment:

9. Evaluate the effectiveness of the contractor's on-site management and supervision.

4 3 2 1 0 N/A

Comment:

10. Evaluate the contractor's ability to overcome technical problems, labor issues, and/or other performance difficulties.

4 3 2 1 0 N/A

Comment:

11. Evaluate the contractor's ability to plan and conduct operations in the most cost effective manner.

4 3 2 1 0 N/A

Comment:

12. Evaluate the contractor's ability to adhere to schedules and complete work on time.

4 3 2 1 0 N/A

Comment:

13. Evaluate the quality and stability of the contractor's workforce.

4 3 2 1 0 N/A

Comment:

14. Evaluate the availability, adequacy and suitability of the contractor's staffing for the work required.

4 3 2 1 0 N/A

Comment:

15. Evaluate the availability, adequacy and suitability of the contractor's gear and equipment for the work required.

4 3 2 1 0 N/A

Comment:

NOTE: SEND COMPLETED SURVEYS TO LISA DAVIS, Fax:(703) 602-1671