

U.S. Forest Service Nebraska National Forest Janitorial Services – SOW and Evaluation Factors

Statement of Work

This procurement requires the use of biobased products to the extent that such products are reasonably available, meet agency or relevant industry performance standards, and are reasonably priced. Where available, these products should first be acquired from among qualified products that fall under the umbrella of items designated through the Federal Biobased Products Preferred Procurement Program.

For more information on the biobased program and to locate biobased products go to:
<http://www.biopreferred.gov>

3. ENVIRONMENTALLY PREFERABLE PRODUCTS:

The Nebraska National Forests and Grasslands, Bessey Ranger District and Bessey Nursery requires the use of environmentally preferable products and services in order to comply with federally mandated programs and USDA's Agriculture Acquisition Regulations (AGAR 423.703) that direct USDA agencies to actively promote a preference for Environmentally Preferable Products. This includes the use of: recovered material products; energy and water efficient products; alternative fuels and fuel efficiency, biobased products; non-ozone depleting substances; priority chemicals; and environmentally preferable products. These products are described on the Office of the Federal Environment Executive website (<http://www.ofee.gov/gp/gp.htm>).

Products and Materials:

Custodial cleaning products required in the performance of this SOW shall meet as a minimum, Green Seal Product Standards (<http://www.greenseal.org/certification/environmental.cfm>). If it is determined that a product does not meet Government performance requirements, the contractor shall submit a proposed alternative that would meet the performance requirements with the lowest environmental impact for evaluation and acceptance.

Products that fall under the Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines (CPG) (<http://www.epa.gov/cpg>) shall meet the minimum recovered (recycled) content.

Biobased products shall be used upon issuance of the biobased product listing from the United States Department of Agriculture (USDA) (<http://www.usda.gov>).

The contractor shall purchase and use Energy Star or other energy-efficient items listed on the Department of Energy's Federal Energy Management Program (FEMP) Product Energy Efficiency Recommendations product list.

Contractor will submit list of Biobased cleaning products upon award.

Cleaning products shall be non-toxic, non-carcinogenic, not harmful to aquatic environments, low VOC, etc.

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FAR 52.223-2 Affirmative Procurement of Biobased Products Under Service and Construction Contracts. (Sept 2013)

BIOBASED PRODUCTS:

All supplies and materials shall be of a type and quantity that conform to applicable Federal specifications and standards, and to the extent feasible and reasonable; include the exclusive use of biobased products. The Contractor shall utilize the greatest number of biobased products available that meet applicable health and environment specifications. All supplies and materials to be used in the performance of work under this contract are subject to the approval of the Contracting Officer (CO).

The following is a list of categories for products that may be required for performance of custodial duties. Each product submitted for use under this contract must be identified with at least one of these categories (some products may be listed under more than one category). Labeling shall be printed on all containers.

All purpose cleaner	Degreaser/cleaner
Heavy duty cleaner	Deodorizer
Carpet shampoo	Floor finish
Gum Remover	Floor finish restorer
Disinfectant sanitizer	Floor sealer
Extraction Fluid	Furniture polish
Floor stripper	Glass cleaner
Neutral cleaner (liquid)	Grout Sealer
Spot and stain remover	Lime and scale remover (tub & tile cleaner)
Air freshener including dispenser	Liquid hand soap including dispenser
Bathroom cleaner	Stainless steel polish
Brass polish/cleaner	Toilet bowl cleaner
Chrome polish/cleaner	White board cleaner
Cream cleaner	Wood floor cleaner
Solvent spotter	Laundry detergent

For more information regarding the Department of Agriculture Biobased Affirmative Procurement Program go to www.biopreferred.gov

17. CONTRACTOR SUBMITTALS

The following shall be submitted to the CO for approval after award and prior to the commencement of work to be performed under this contract:

D. Cleaning Operations and Stewardship Plan – The Contractor shall develop and institute a complete Cleaning Operations and Stewardship Plan establishing a commitment to the use of biobased products, employee health and safety, and sound environmental practices. A written Cleaning Operations and Stewardship Plan must be submitted to the Government at least 10 days prior to commencement of work and will be incorporated into the resultant contract. At minimum, the “Plan” must also include:

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1. A list of proposed biobased products to be used in the performance of services provided under this contract (at minimum proposed products must be identified by brand name), including a summary of product attributes.
2. Product Use and Cleaning Guides defining standard operating procedures and/or instructions for the proper use, storage, and disposal of the cleaning products, proper operation of equipment, and proper procedures to accomplish work under this contract.
3. Proper procedures for the storage of hazardous materials in conformance with good housekeeping practices, the National Fire Prevention Association (NFPA) Code, and applicable federal and municipal regulations. The “Plan” must also define proper procedures for the identification and disposal of hazardous wastes in accordance with Federal RCRA regulations and the District of Columbia Municipal Regulations (DCMR), Title 20, Subpart E prior to use with personnel.

E. Affirmative Procurement Program – The Contractor shall develop and implement a comprehensive Affirmative Procurement Program (APP) for the purchase and use of biobased products and products made with recovered materials to the maximum extent possible. The APP shall include:

1. Details as to how the Contractor intends to keep abreast of the development and increasing availability of biobased products and how new products may be incorporated on an ongoing basis into contract performance. The Contractor must also indicate how it will conform to the Comprehensive Procurement Guidelines (CPG) published by EPA with respect to recovered materials products. The APP shall be updated as necessary to accommodate all revisions to the CPG.
2. Data on the quantity and dollar values of biobased products and recycled content products used in this contract. This data shall be submitted to the CO and reported Yearly as required.

F. MSDS Sheets and Cleaning Product Information – The Contractor must submit a list of material and products to be used in the performance of work under the terms of this contract. The list of materials shall include the name of the manufacturer, the brand name, and the intended purpose of use of each of the material listed. A Material Data Sheet (MSDS) for each product and material listed must also be provided.

SECTION H - Special Contract Requirements

H2. BIOPREFERRED

The Contractor must comply with Section 9002 of the Food, Conservation and Energy Act of 2008; Section 9002 of the Farm Security and Rural Investment Act of 2002; Executive Order 13514, “Federal Leadership in Environment, Energy, and Economic Performance;” Executive Order 13423, “Strengthening Federal Environmental, Energy, and Transportation Management;” Presidential Memorandum, “Driving Innovation and Creating Jobs in Rural America through

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Biobased and Sustainable Product Procurement;” and the Federal Acquisition Regulation to provide biobased products.

The Contractor shall utilize products and material made from biobased materials to the maximum extent possible without jeopardizing the intended end use or detracting from the overall quality delivered to the end user. All supplies and materials shall be of a type and quality that conform to applicable Federal specifications and standards. All supplies and materials to be used in the performance of work described herein are subject to the approval of the Contracting Officer Representative (COR). It is desirable that vendors be able to supply the greatest number of biobased products listed meeting the health and environmental specifications.

Biobased products that are designated for preferred procurement under USDA’s BioPreferred program must meet the required minimum biobased content as stated at www.biopREFERRED.gov. The Contractor should provide data for their biobased products such as biobased content.

The Contractor shall submit with the initial proposal a complete list of biobased products, indicating the name of the manufacturer, cost of each material, and the intended use of each of the materials that are to be used in carrying out the requirements of the contract.

The Contractor shall comply with the provision at FAR 52.223-1, Biobased Product Certification.

The Contractor shall comply with the clause at FAR 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

Evaluation Factors

52.212-2 Evaluation—Commercial Items. (Oct 2014)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

1. Price
2. Past Performance and Experience
3. Biobased Purchasing

The Government reserves the right to make cost/technical trade-offs that are in the best interest and to the advantage of the Government. Award may be made without further discussions.

One Award will be made on the basis of the Lowest Price Technically Acceptable quote.

1. Price

Price evaluation will be performed on the schedule of items as attached within the solicitation starting on page 4 thru page 7. Breakdown of prices will be determined on the sub-unit and unit prices which will govern.

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2. Past Performance and Experience

Furnish a list of three projects of similar magnitude completed by the firm within the last three years. For each project cited, provide the name of the project, the location of the project, the total cost of the project and a very brief narrative of the project. Also, include the name of the Government Agency or Company contracting the work, the name and phone number of the Contracting Officer or project Engineer (if a non-government project) administering the project, and any evaluations that you received. The Government may or may not contact any or all references listed. Identify the quality of experience of the firm and employees with work similar to the type of work required under this project. Identify subcontractors, if any, and experience. Past Performance and Experience will be evaluated for Quality of Services, Customer Satisfaction, Timeliness of Performance and Business Relations.

Definition of Rating of Evaluation Factors for Past Performance and Experience

EXCEPTIONAL: The proposal complies with all instructions for submission and includes additional information that indicates consistent high quality performance can be expected from the contractor. One or more items of service or evidence of past experience in this criterion exceeds the acceptable or minimum requirement.

ACCEPTABLE: The proposal complies with all instructions for submission and meets all minimum requirements of service under the proposed contract.

MARGINAL: The proposal complies with most instructions for submission and/or fails to meet all minimum requirements of services under the contract so as to appear weak in regards to meeting the stated minimum.

UNACCEPTABLE: The proposal does not provide minimum requirements of service and/or fails to comply with instructions regarding submission of the proposal. Proposal is extremely weak in regards to meeting the stated minimum requirements of service so as to have major weakness.

3. Biobased Purchasing

a. Experience with Cleaning Products Using Biobased Products

Demonstrate the degree to which you have acquired, installed, and your commitment to use biobased projects in the performance of cleaning. Offeror possessing past performance experience in the area of cleaning with biobased products will receive greater consideration than others.

b. Use of Biobased Products in Cleaning Projects

Demonstrate your experience in the use of biobased products in cleaning and your client satisfaction with an emphasis on “biobased practices” shall receive greater consideration than others.

Rating for Biobased Purchasing

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Acceptable – Offeror clearly states the utilization of Biobased products, list of products, certification, and operation plan.

Unacceptable – Proposal does not clearly state the utilization of Biobased products, does not include a list of products, lacks certification, and is lacking in clean understanding of operation plan.

The offerors shall identify the Biobased products to be purchased and used under this contract. For each Biobased product the offeror shall specify the percentage of Biobased content, and for the USDA-designated Biobased content products, the offeror shall demonstrate that the products to be used under this contract will contain the percentage specified in the USDA recommendations or the highest level of Biobased material practicable, consistent with USDA's recommended percentages of Biobased content.

The offeror shall document prior experience in specifying, purchasing, and using, Biobased products. The offeror shall provide a list for all relevant contracts over the past two years involving the specification, purchase, and/or use of Biobased products. The offeror shall include a list of the Biobased products specified, purchased and used.

Technical and past performance, when combined, are approximately equal to price.

(b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.