

Request for Quotes

Agency:

Potomac Job Corps Center
1 DC Village Lane, SW
Washington, D.C. 20032



This is a Sub Contracting Opportunity

I. SOLICITATION:

This Request for Quote is to establish a firm fixed price for all management, supervision, monitoring, personnel, transportation, tools, equipment, labor, parts and materials necessary to provide bi-weekly Landscaping Services located on the center as set forth below in the SOW for the Potomac Job Corps Center (PJCC) operated by Exceed Corporation under Contract number DOL-ETA-17-C-0006 with the United States Department of Labor. The extent of the work is described in Section II - Scope of Work. The general conditions of the contract for this project shall be consistent with the Federal Acquisition Regulation (FAR) except as modified or amended herein. A copy of the FAR can be obtained on-line at <http://farsite.hill.af.mil/vmfara.htm>.

If it becomes necessary to make changes in quantity, specifications, delivery schedules, etc., or to correct a defective or ambiguous invitation, such changes shall be accomplished by amendment of the request for quotes. Amendments shall be sent to everyone to whom invitations have been furnished.

To be considered for award, a Quote must comply in all material respects with the Request for Quotes. Such compliance enables bidders to stand on an equal footing. Bidders who do not provide the requested responses will be considered non-responsive.

Quotes should be filled out, executed, and submitted in accordance with the instructions in the invitation. If a bidder uses its own bid form(s) or a letter to submit a Quote, the Quote will be considered only if --

- (1) The bidder accepts all the terms and conditions of the invitation to quote; and
- (2) Award on the Quote would result in a binding contract with terms and conditions that do not vary from the terms and conditions of the invitation.

Quotes submitted by electronic commerce shall be considered, provided they are timely. Electronic Quotes must reference the solicitation and be sent to Phillips.Jennifer@jobcorps.org.

1. REPRESENTATION

A. Codes

1. The contractor shall research, and be responsible for obtaining, all regulatory, permitting, and licensing requirements.
2. All conflicts and requests for interpretation or clarification shall be submitted to the Potomac Job Corps Center Director.
3. The contractor shall conform to all the latest applicable codes, ordinances, and regulations including the national building code used in the local area, laws and local ordinances. All work shall conform to the current regulations of the Environmental Protection Agency (EPA), and the Occupational Safety and Health Administration (OSHA). The regulations of the District of Columbia shall prevail, if they are more stringent than those of the Federal Government. Deviations and interpretations shall be subject to the approval of the Potomac Job Corps Center Director and the Department of Labor.
4. The contractor shall not submit plans, documents, or specifications to any authority or regulatory body without the prior approval of the Potomac Job Corps Center Director or designated representative.

B. Specific Requirements

Prior to submitting a quote, it is highly recommended that the prospective offerors visit the site and become thoroughly familiar with all pertinent conditions that are included in this Scope of Work. The

prospective offerors must take such steps as may be necessary to ascertain the nature and condition of the work, and the general and local conditions which can affect the work or cost thereof. Failure to do so shall not relieve offerors from the responsibility for estimating properly the difficulty or cost of successfully performing the work.

- 1. A pre-proposal walk-through will be conducted at the project site with all interested contractors on Tuesday, July 10, 2018 at 10:00AM. At that time, questions related to the areas of work can be presented and discussed with the center. The contact person at the center is Jennifer Phillips, Buyer, 202-373-3077.**
- 2. Quotes must be submitted by Wednesday July 16, 2018 at 10:00am.**
- 3. Once awarded, Contractor must be able to start work within 72 hours of notice to proceed.**
4. For work scheduling, the contractor shall provide a proposed sequenced schedule to the center as part of the proposal submission
5. Contractor will be financially liable for all damages and/or service interruptions resulting from work being performed by Contractors employees. Potomac Job Corps Maintenance Manager must be notified immediately of damages or service interruptions. Any subcontractor used to make repairs or provide service on the Contractor's behalf must be approved in advance by Potomac Job Corps Center Director, or designated representative.
6. The contractor shall ensure the security of operations and storage areas to preclude all breaches of security including, but not limited to vandalism and/or theft. Routine and ongoing center operations will be continuing during the period of performance, and the contractor shall not rely on any aspect of Center Security to guard aspects of their operation. At no time during this period of performance, up to and including the acceptance of the substantial completion walk-through, will the Potomac Center accept requests for additional security measures. Exceed Corporation/Department of Labor shall not be held to have incurred any liability for loss of, and/or damage to, materials, tools, and equipment of the contractor by contract or otherwise. Exceed/Department of Labor shall not in any way be liable or responsible for damage or loss due to trespass or theft.
7. The contractor shall maintain a clean and safe work area throughout the period of performance. The contractor shall, at the end of each work day, remove and secure all debris, tools and materials used. The contractor shall collect used or excess chemicals frequently and dispose of chemicals and refuse away from the center in a lawful manner. The contractor shall be responsible for all fees, permits, etc., required for waste disposal. If Contractor fails to comply with the daily removal of debris, trash, chemicals, etc. as required, Potomac may remove and charge the Contractor the entire cost. Contractor shall not utilize Potomac trash receptacles for debris, trash or chemicals.
8. Contractor shall conduct periodic safety inspections of work. Potomac Job Corps reserves the right, at its discretion, to conduct similar inspection. Potomac Job Corps will notify the Contractor of any failure to comply with safety regulations. Upon receipt of notice, Contractor shall immediately remedy such failure. If Contractor fails to do so, Potomac Job Corps may stop the work in whole or in part until such failure has been corrected.
9. The contractor shall be responsible for receiving, storing, and securing of all materials, chemicals, equipment and other items to be used in accomplishing the work. Contractor's supplies and equipment may not be stored on the center unless expressly permitted by Potomac Job Corps Maintenance Manager. The contractor shall be responsible for all equipment, chemicals and materials brought onto the center to support this SOW, and shall replace lost, damaged or stolen items at its own expense.
10. The contractor and all persons employed under the contract:
 - a) Shall observe all security regulations in effect at the center;
 - b) Shall not fraternize with the students or staff of the center;
 - c) Shall not consume or transport any alcoholic beverages or drugs on the center;
 - d) Shall not transport any firearms on the center;

- e) Shall not use the center's dumpsters
11. Persons violating the above shall be dealt with in an appropriate manner.
12. The contractor shall be required to be licensed by the appropriate authority in the area to conduct the required contractual work, including hazardous waste storage, use, and removal.
13. Contractor's employees must be dressed in uniform clearly identifying them as the Contractor's employee and according to safety regulations at all times during the performance of this contract. Uniform exceptions may be presented to the Center Buyer for consideration and approval.
14. **Submittal Requirements** - All offerors must address the items listed below in their submission in order to be determined technically acceptable. Failure to address these requirements will result in the offeror being deemed unresponsive.
- a) Offers must provide evidence of licenses, certification, and be registered in the District of Columbia to perform the scope of work.
 - b) Offerors must not be excluded from competing on government contracts. Verification will be completed through the SAM portal.
 - c) Contractor shall provide a pricing sheet to include:
 - a. Fixed Priced Quote based on the Scope of Work. Prevailing wages under the Service Contract Act apply.
 - b. A fixed labor rate for any additional services needed outside the SOW. Prevailing wages under the Service Contract Act apply.
 - c. **OPTIONAL:** A fixed mark-up percentage may be proposed for all materials required outside the SOW.
 - d) Project Schedules or timelines
 - e) The contractor must include with his/her quote, certification of conformance with to the latest Service Contract Wage Rate decisions for the area (SF1413).
 - f) The contractor must include a listing of the valid and current credentials for all staff assigned to perform the work. The credentials should demonstrate the vendor's ability to successfully perform the Statement of Work.
 - g) The contractor shall provide a list of similar projects completed by its firm within the last five years and a list of references, including owners' names, addresses and telephone numbers. All firms submitting quotes for this project shall have no less than five consecutive years of relevant experience.
 - h) This project is sales/use tax-exempt.
 - i) An industry-standard warranty for all parts, materials, and workmanship.
 - j) Contractor shall provide a certificate of insurance naming Exceed Corporation – Potomac Job Corps Center as an additional insured, per Section III - insurance requirements.

II. SCOPE OF WORK (SOW):

Contractor shall provide bi-weekly routine facility grounds maintenance to include grass cutting, edging, pruning and weed control. Contractor shall maintain and keep current a weekly service report that records all maintenance functions performed by the Contractor's personnel. This report will be submitted bi-weekly to the Maintenance Manager by email. This report will be used to verify work complete and to coordinate invoices.

MOWING:

Mow grass areas keeping grass and weeds trimmed around all common areas, fence lines, buildings and pool. Litter and debris shall be removed from all grass areas, fence lines, shrubs, flower beds, etc. prior to mowing. The sidewalks, plazas, curb lines, roadways, turf areas, shrub areas, garden areas, and parking areas shall be swept, blown, or kept clean of grass clippings, loose trash, debris, and weeds. Clippings should be virtually invisible after mowing is complete. Potomac's trash dumpsters may not be used for to dispose of trash, clippings or debris.

EDGING:

All planter and turf areas bounded by sidewalk or curbs shall be edged.

TRIMMING:

At time of mowing, all turf, shrub, rock, plant beds, and garden areas shall be trimmed. In addition, Contractor shall remove all grass blades from around all obstacles and vertical surfaces in the turf such as signs, light poles, trees, walls, curbs and medians. Contractor shall use special care when trimming around trees, plants and shrubs to avoid damage. Contractor must also trim around fire hydrants and areas around fire hydrants.

PRUNING:

Trim bushes around building on an as needed basis.

LEAF REMOVAL:

Gather and removal of leaves and debris from all landscape areas, fence lines, beds, and turf areas after all leaves have fallen.

MANUAL WEEDING:

Shrubbery, flower beds, ornamental rock areas and around buildings must be kept weed free by removing manually on each visit. No weeds should be visible.

CHEMICAL WEEDING:

Sites identified must be kept weed free by application of a weed herbicide to keep these areas vegetation free. This includes fence lines, areas inside fences on center, gravel areas, asphalt drives, parking lots, and sidewalks. No weeds should be visible. Contractor must inform Maintenance Manager when the application of chemical herbicide is needed. Contractor shall apply chemical herbicide for control of annual grassy weeds and existing broadleaf weeds using pre-emergence herbicides.

PEST CONTROL:

Grass, trees, plants and shrubs will be checked for insects and disease. Contractor will notify the Maintenance Manager immediately if insects or disease requiring special attention is observed. Contractor shall also check for insect mounds or hives and notify Maintenance Manager for removal or treatment.

III. INSURANCE

Prior to starting any work, the contractor shall show proof of required insurance, in amounts to cover risk or as required by statute, including:

- Bodily Injury Liability - \$500,000 each person; \$1,000,000 each occurrence and will include coverage for owned, non-owned, and hired vehicles.
- Property Damage Liability - \$500,000 each accident; \$500,000 aggregate
- Workers Compensation and Employer's Liability – Amounts in coverage as required by the District of Columbia compensation laws or union agreements. Employer's liability at least \$500,000 each accident. Amount shall remain in effect for a minimum of one year from the time of substantial completion, but in no event less than the time required to complete all warranty work.
- Umbrella Liability – \$5,000,000.00 each occurrence

Once awarded, Contractor must maintain and keep current the above limits to cover its legal liability for accidents or injuries, to include the loss of life, which may be sustained by any party or guest of the pool, due to Contractor's negligence, inside the compounds of the pool, during pool hours.

IV. EVALUATION FACTORS FOR AWARD:

1. EXCEED anticipates the award of a single contract as a result of this solicitation to the responsible Offeror whose proposal meets the needs of the solicitation, timely turnaround of services, is technically acceptable and is determined to be the lowest price.
2. Invitations may be cancelled and all quotes rejected before award when:
 - All otherwise acceptable bids received are at unreasonable prices, or only one bid is received and the contracting officer cannot determine the reasonableness of the bid price;
 - The bids were not independently arrived at in open competition, were collusive, or were submitted in bad faith (see Subpart 3.3 for reports to be made to the Department of Justice);
 - No responsive bid has been received from a responsible bidder;
 - For other reasons, cancellation is clearly in the company's best interest.

V. PROJECT REQUIREMENTS & SPECIFIC CONDITIONS OF THE AGREEMENT:

A. Codes

In accordance with the Scope of work, the contractor shall obtain all applicable permits and comply with all applicable building and safety codes, ordinances and regulations which are informed by City, County, State or relevant Federal agencies. OSHA and EPA regulations shall also apply.

All conflicts and requests for interpretation or clarification regarding permits and codes shall be submitted in writing to the Buyer, Potomac Job Corps Center.

B. Service Contract Act

This project is subject to the provisions of the Service Contract Act for service work on a federally funded Job Corps center. Accordingly, the contractor shall be required to conform to the latest wage rate decision for the locality. The latest Service Contract Act wage determination can be found at: <https://www.wdol.gov/sca.aspx>.

The contractor shall provide proof of compliance with wage rate and fringe percentage by completing form SF1413 and providing the Buyer with certification that employees are being paid according to payroll records. The Certified Payroll Records shall be submitted to the Buyer using the sample form in Attachment 4.

The current form and instructions for using the form (**wh347 dated 2008**), and obtaining a fill able PDF of the form, can be obtained on the web at <http://www.dol.gov/whd/forms/wh347instr.htm>. The contractor shall submit a copy of all weekly payroll forms with each invoice for payment, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each service employee has been paid not less than the proper Service Contract prevailing wage rate for the work performed if required. The Buyer will compare the payroll record with the daily visitor sign in log. Any discrepancies between the payroll record and the center log shall be reconciled by the Contractor before a progress payment will be made. The Contractor shall be required to post bilingual (English, Spanish) signs in prominent locations at the project site informing all workers of their right to Service Contract wages.

C. Invoicing/Certified Payroll

Invoices shall be rendered monthly by Contractor with net 30 terms. Weekly certified payroll must accompany every invoice in order to be accepted. Net terms begin upon review and acceptance of certified payroll.

D. Indemnification

To the fullest extent permitted by law, Subcontractor shall defend, indemnify and hold harmless Exceed Corporation, U.S. Department of Labor, Parsons and its stockholder, employees, technical advisors, agents, successors and assigns from and against all claims, damages, losses, and expenses, including but not limited to attorney fees, or actions in respect thereto, whether caused by that its negligence or intentional acts or omissions, arising out of or resulting from the performance of its (or its employees, contractors, or agents) work under this Agreement. This indemnification shall include claims for property damage, and for loss or expense attributable to personal injury, sickness, disease, or death or injury or destruction of tangible and non-tangible property including the loss of use resulting there from. Neither

party shall be responsible for failure to perform under this Agreement due to circumstances beyond its control. This clause shall survive the term of this Agreement.

E. Facility Operating Hours – Weather Conditions

The center shall remain in operation at all times throughout period of performance. All project activity shall be coordinated with the Maintenance Manager in order to minimize disruption to center operations. All anticipated interruptions to center operations shall have prior approval from the Maintenance Manager at least 36 hours in advance of the interruption.

Weather conditions must always be taken into consideration prior to any service. If storms are in the area, service may need to be rescheduled. The Maintenance Manager or Contractor should immediately notify the other as soon as possible if inclement weather requires service to be rescheduled. The Maintenance Manager and Contractor will coordinate an amended service schedule at the time notification of delay is given.

F. Supervision and Discipline

The Contractor shall provide a competent supervisor, or lead person who is authorized to act on behalf of the contractor to oversee and direct the work. The contractor's employees shall conduct themselves in an orderly manner and adhere to all the center rules and regulations. The Center and EXCEED reserve the right to direct the removal of any Contractor's employee for conduct in violation of center regulations or conduct which is deemed detrimental to the center operation.

G. Supplies/Chemicals

The contractor shall provide all supplies, parts, materials, equipment and chemicals needed to perform the SOW. Contractor is responsible for monitoring and safety storing chemicals while conducting work on center. Contractor must provide a copy of all Materials Safety Data Sheets (MSDS) for all products used on center to Center Buyer. Contractor must also maintain a copy of all MSDS sheets while on center. These sheets must be made available upon request by Potomac Job Corps staff. Contractor shall ensure all supplies and chemicals are environmental friendly. Contractor will maintain a log of chemical applications made by employees. The log will note all application locations, amounts applied and dates of application. Entries into the log will be noted and made part of the weekly service report provided to the Maintenance Manager. Chemical use around pool, storm drains or any water is not allowed.

VI. PERFORMANCE PERIOD

Services will be performed on a bi-weekly basis. Work must commence within 72 hours of award and run through October 15, 2018.

VII. ATTACHMENT 1 – CONTRACT CLAUSES BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and affects as if they were given in full text. Upon request, the Buyer shall make their full text available. General terms and conditions are made part of this agreement – copies are available at:

<https://www.exceedcorporation.com/become-a-partner/>

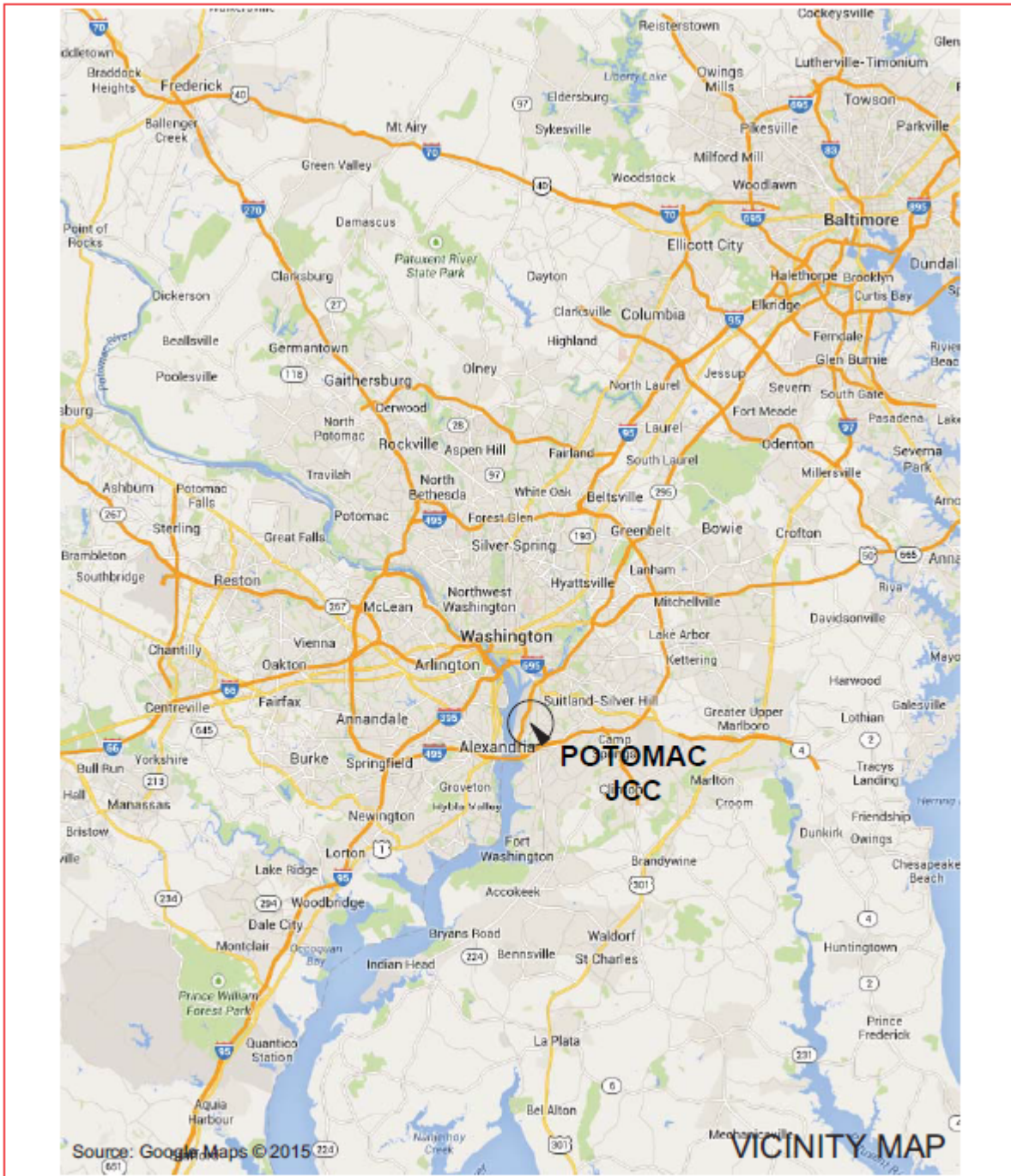
VIII. ATTACHMENTS 2-4

Attachment 2: Vicinity Map

Attachment 3: Site Plan

Attachment 4: Sample Service Contract Weekly Certified Payroll

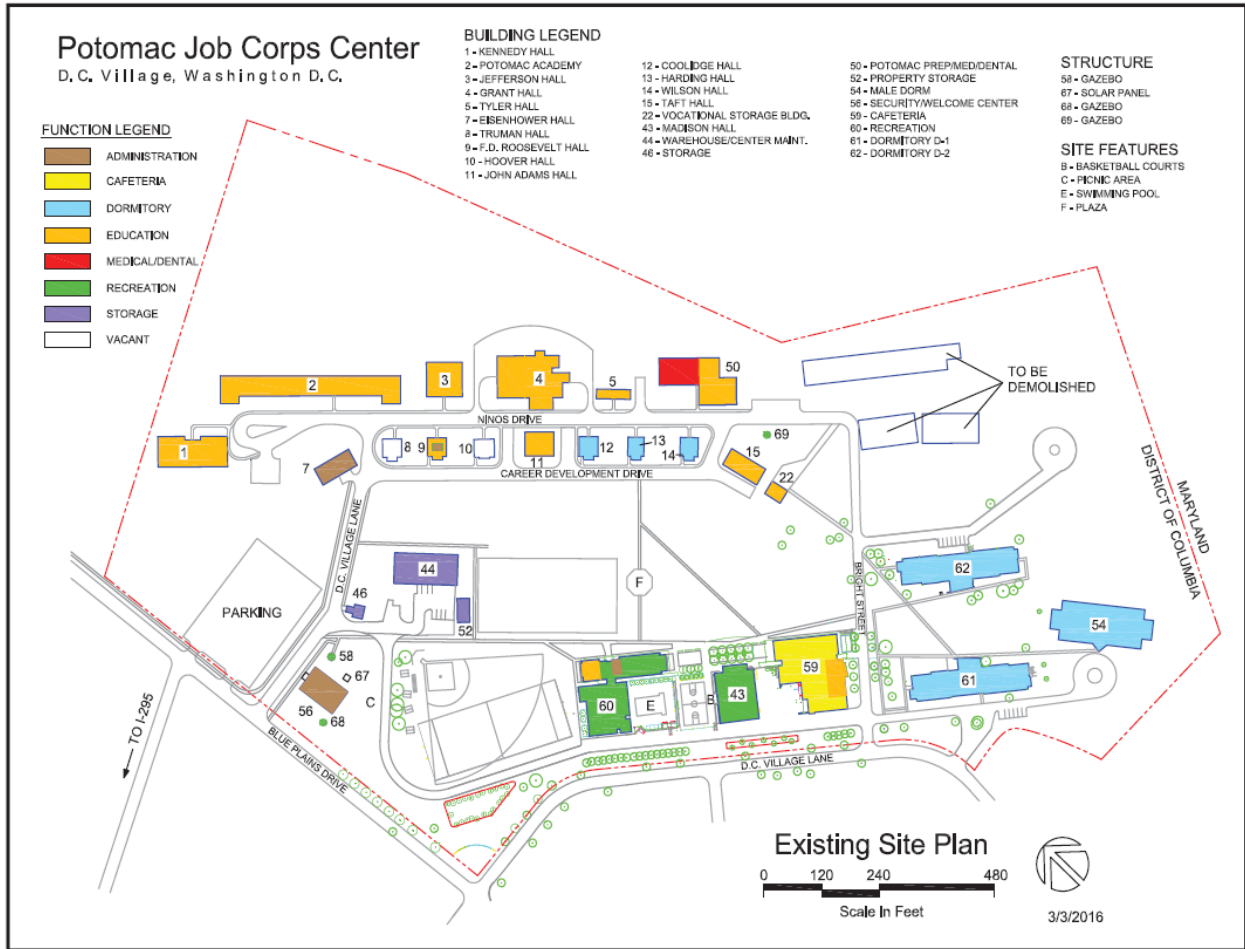
2. VICINITY MAP



POTOMAC JOB CORPS
CENTER
WASHINGTON, D.C.



3. SITE PLAN



4. SAMPLE SERVICE CONTRACT WEEKLY CERTIFIED PAYROLL FORM

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division

PAYROLL
(For Contractor's Optional Use; See Instructions at www.dol.gov/esa/whd/forms/wh347instr.htm)
Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.



NAME OF CONTRACTOR OR SUBCONTRACTOR ADDRESS OMB No.: 1215-0149
Rev. Dec. 2008 Expires: 12/31/2011

PAYROLL NO. FOR WEEK ENDING PROJECT AND LOCATION PROJECT OR CONTRACT NO.

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING DEDUCTIONS	(3) WORK CLASSIFICATION	O T O T A L	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK
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While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(x)(3)(i) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, ESA, U.S. Department of Labor, Room 53502, 200 Constitution Avenue, N.W., Washington, D.C. 20210

