

S05-910  
10/15/04

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</i>				1. REQUISITION NO. A28179A		PAGE 1			
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE See Block 31c		4. ORDER NO.		5. SOLICITATION NO. S05-910			
7. FOR SOLICITATION INFORMATION CALL		a. NAME RACHEL BEARD				b. TELEPHONE NO. (No collect calls) (301) 846-6961			
9. ISSUED BY SAIC FREDERICK, INC. NCI FREDERICK P.O. BOX B BLDG. 1050 BOYLES STREET, FORT DETRICK FREDERICK, MD 21702-1201		CODE		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS  <input type="checkbox"/> SMALL DISADV. BUSINESS  <input type="checkbox"/> 8(A) SIC: SIZE STD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE  <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)  13b. RATING N/A 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP			
15. DELIVER TO SAIC FREDERICK, INC. NCI FREDERICK P.O. BOX B BLDG. 1050, FORT DETRICK FREDERICK, MD 21702-1201		CODE		16. ADMINISTERED BY  SEE BLOCK 9					
17a. CONTRACTOR/OFFEROR		CODE		FACILITY CODE		18a. PAYMENT WILL BE MADE BY SAIC FREDERICK, INC. ACCOUNTS PAYABLE DEPARTMENT P.O. BOX B FORT DETRICK FREDERICK, MD 21702-1201			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input checked="" type="checkbox"/> SEE SPECIAL CONDITIONS					
19. ITEM	20. SCHEDULE OF SUPPLIES/SERVICES					21. QTY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	Provide and install 12'x24' storage trailer for file and record management in accordance with Specification #120880-PS-01, dated 10/12/04 <b>PRICING SHALL BE INSERTED IN THE PROPOSAL BREAKDOWN TABLE PROVIDED AS PAGE 2 TO THIS DOCUMENT</b> A pre-bid site visit will be held Wednesday October 20, 2004 at 11 O'clock in Bldg. 426 conference room. Please call Teresa Belcher, 1-301-846-5637 with <b>intention to attend</b>								
25. ACCOUNTING AND APPROPRIATION DATA							26. TOTAL AWARD AMOUNT \$		
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-4 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED.									
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.									
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>2</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.						29. AWARD OF CONTRACT: REFERENCE _____ OFFER DATED _____, YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR					31a. (SIGNATURE OF CONTRACTING OFFICER)				
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)			30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Chad R. Hildebrand MGR, CONSTRUCTION SUBCONTRACTS			31c. DATE SIGNED	
32a. QUANTITY IN COLUMN 21 HAS BEEN  <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> CONTRACT, EXCEPT AS NOTED					33. SHIP NUMBER  <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. VOUCHER NUMBER		35. AMOUNT VERIFIED CORRECT FOR
32b. SIGNATURE OF AUTHORIZED GOVT REPRESENTATIVE					32c. DATE		36. PAYMENT  <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		37. CHECK NUMBER
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT					38. S/R ACCOUNT NO.		39. S/R VOUCHER NO.		40. PAID BY
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER					41c. DATE		42a. RECEIVED BY (Print)		
					42b. RECEIVED AT (Location)		42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS

**SPECIAL CONDITIONS**

**DESCRIPTION OF WORK**

The Contractor shall furnish all supervision, labor, materials, and equipment to perform under the terms of this contract, as needed to provide: Installation and lease of one (1) 12'x24' storage trailer to be used for file and records management at the NCI-Frederick in accordance with the attached Specification # 120880-PS-01, dated 10/12/04. The trailer shall be set in place on an appropriate foundation with entrance stairs, landing and landing roof installed, and finished inside and out for a turn-key project. Provide concrete pier footings for all required support points on the trailer and entrance stairs and landing. The trailer shall consist of a single open space for storage with one entrance/exit. Utilities will be provided and installed by SAIC-Frederick personnel

**PRICING**

Item No.	Service	Qty	Unit	Unit Price	Amount
1	Installation and exterior site work in accordance with Specification #120880-PS-01, Date 10/12/04	1	Lot	\$	\$
2	Lease of Trailer Base Year	1	YR	\$	\$
3	Second Year	1	YR	\$	\$
4	Cost to Purchase trailer at end of lease	1	EA		\$

**PERFORMANCE TIME:**

Lease of Trailer Base Year – Three hundred sixty-five (365) calendar days form the date of formal acceptance.

**INSTALLATION/DELIVERY SCHEDULE:**

Work shall commence within five (5) business days after receipt of Award and installation shall be complete within fourteen (14) calendar days after Award. All efforts shall be complete within twenty-one (21) calendar days after Award. Contractor shall allow 10 business days for SAIC –F personnel to hook up utilities.

**DEFINITIONS**

**Installation**

Installation shall be deemed to have occurred when trailer has been delivered, all exterior site work is complete and unit is ready for utilities hook up by SAIC-F personnel.

**Final Acceptance**

Date after installation and SAIC-F has accepted the project with all punchlist items (non-critical) completed. Project is capable of being used for its intended purpose.

**Non-critical Punchlist Items:**

Those deficiencies that are minor in nature as determined by the Contracting Officer but must be corrected to achieve Final Acceptance. Example: touch-up painting and minor landscaping.

**DELIVERABLES**

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S05-910  
10/15/04

Trailer in accordance with Specification #120880-PS-01, dated 10/12/04	As defined above
Insurance Certificate	Prior to onsite work
Project Schedule	With Proposal and revised within 5 calendar after award
Architectural Floor plan of Trailer	With Proposal
Electrical Plan per Specification #120880-PS-01, dated 10/12/04	With Proposal
Technical cut sheet for HVAC unit	With Proposal
Verification of enclosed Site Plan #120880-SK-1, dated 9/1/04	With Proposal
Work site safety Plan	Prior to onsite work
Invoice	In accordance with Para. "INVOICES"

### INVOICES

Buyer shall pay Seller, upon the submission of a proper invoice or voucher as contained in Paragraph (g) of FAR 52.212-4, Contract Terms and Conditions – Commercial Items, the prices stipulated in the Purchase Order for products delivered and/or services rendered and accepted.

One (1) original and one (1) copy of an invoice shall be mailed to the Subcontracts Specialist whose name and address is shown in Blocks 7a and 9 on the cover page of this document. Receipt of a proper invoice as described in paragraph (f) of will be deemed to have occurred on the date that it is received by the Subcontracts Specialist. Timely receipt of correct invoices by SAIC Frederick is material to the agreement. If SAIC Frederick determines that invoices are not correct, SAIC Frederick is not obligated to authorize payment of any or all invoices until the Subcontractor provides a correct invoice.

Inquiries regarding payment of invoices should be directed to the attention of the Subcontracts Specialist.

Payment shall be considered made on the date on which a check for such payment is dated.

### a)PAYMENT SCHEDULE

Payments to the subcontractor shall be in accordance with the following schedule.

90% of set up cost	Upon Installation
10% of set up cost	Upon Final Acceptance
Lease Charges	Quarterly

Payment terms for Contractor and SAIC Frederick shall be **NET 30 days** from receipt of a proper invoice as described in paragraph (g) of 52.212-4, Contract Terms and Conditions – Commercial Items.

When payment is due Subcontractor, Subcontractor shall submit an invoice to SAIC Frederick referencing the Subcontract number.

### FIRE PREVENTION

Any process producing a spark, flame, or heat is subject to the requirements of the National Fire Protection Association codes and the NCI-Frederick Health, Safety, and Environmental Compliance Program Manual. Seller must co-ordinate with the COTR to obtain a Hot Work Permit from the Fort Detrick Fire Department **prior to the commencement of any work covered by the above regulations.** This requirement includes, but is not limited to, work involving cutting, soldering, torching or welding.

S05-910  
10/15/04

While Seller retains responsibility for obtaining the Hot Work Permit, Buyer's COTR shall facilitate Seller's acquisition of the Hot Work Permit by contacting the Fort Detrick Fire Department either on behalf of or along with Seller. Buyer's COTR must receive a copy of a current valid Hot Work Permit each time hot work will be performed under the Subcontract. The Fort Detrick Fire Department is located in Building 1504, and may be reached by phone at (301) 619-2528. This number is operational 24 hours a day, seven days a week. **A copy of the Hot Work Permit must be maintained at the worksite during the period of the hot work.** Seller is required to provide and have on site an operational ABC type fire extinguisher (minimum 10-A:30-B:C rating) during all hot work operations and provide to their employees training in the use of fire extinguishers.

#### **ADDITIONAL COMMERCIAL GENERAL LIABILITY INSURANCE**

In addition to the insurance requirement set forth in the SAIC Terms and Conditions, if a Hot Work Permit is required the Seller shall procure, at its expense, and maintain insurance for Open Flame Work in the amount of \$5,000,000 per occurrence and \$5,000,000 aggregate providing coverage for claims arising out of the performance of Seller.

Clauses for Commercial Item Purchases

**CLAUSES INCORPORATED BY REFERENCE**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text.

Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.arnet.gov/far/>

FAR	52.212-4	<b>Contract Terms and Conditions-Commercial Items (October 2003)</b>
FAR	52.212-5	<b>Contract Terms and Conditions Required to Implement Statutes or Executive Orders-Commercial Items (October 2003)</b>
FAR	52.236-9	<b>Protection of existing vegetation, structures, equipment, utilities and improvements</b>
FAR	52.246-21	<b>Warranty of Construction</b>

## **PROPOSAL PREPARATION INFORMATION**

### **PRE-BID SITE VISIT**

A pre-bid site visit will be held Wednesday October 20, 2004 at 11 O'clock in Bldg. 426 conference room. Please call Teresa Belcher, 1-301-846-5637 with your intention to attend.

Information provided during the tour will not qualify the terms of the solicitation, and specifications remain unchanged unless the solicitation is amended in writing. Any questions or changes considered necessary should be requested in writing to Buyer's Contracting Officer at the address shown in Block 9 of the cover page of this document.

### **INFORMATION REQUIRED TO BE SUBMITTED WITH PRICING**

Seller shall submit the following **TECHNICAL** information or evidence with their proposal:

1. Verification of the site plan 120880-SK-01 dated 9/1/04.
2. An architectural floor plan showing dimensions, door, windows (if any),etc.
3. An electrical plan showing light fixtures, receptacles, emergency lighting unit and panel board location.

In addition, two (2) originals of the following **CONTRACTUAL** documents must be submitted:

1. Pages 1 and 2 of this RFP, and one (1) signed copy of all amendments issued (if any). Complete blocks 12, 17a & b, 23, 24, 26, and 30 a through c of Page 1, and all blocks marked with a "\$" on Page 2. Complete and sign signature blocks of all amendments issued (if any).
2. Completed 52.212-3, Offeror Representations and Certifications – Commercial Items
3. **PROPOSALS MUST CLEARLY STATE THAT THEY ARE VALID FOR A PERIOD OF SIXTY (60) DAYS FROM DATE OF SUBMISSION.**

### **EVALUATION AND AWARD**

Award will be made to the Seller offering the best possible system at the lowest price.

The following factors will be used to evaluate offers:

1. Each proposal will be examined to verify that it meets the technical and contractual requirements outlined in the section above entitled **INFORMATION REQUIRED TO BE SUBMITTED WITH PRICING**;
2. All qualified proposals will then be evaluated for best overall price and best delivery schedule.

Award will be made to the most responsive, responsible offeror who offers the lowest overall price and delivery within the time required.

LIST OF ATTACHMENTS

**ATTACHMENTS**

<b>Attachmen t</b>	<b>Description</b>	<b>Number of Pages</b>
1	Specification No. 120880-PS-01, dated 10/12/04	7
2	Drawings No. 120880-SK-1 dated 9/1/04 120880-SK-2 dated 9/1/04	2
3	Chemical Usage Report	1
4	Representations and Certifications	8
5	SAIC-FREDERICK Terms and Conditions , dated 4/8/04	5