

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE	PAGE OF PAGES
	1 2

2. AMENDMENT/MODIFICATION NO. 07	3. EFFECTIVE DATE Feb. 11, 2009	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
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6. ISSUED BY  <b>ARCHITECT OF THE CAPITOL</b> United States Capitol Washington, D.C. 20515	7. ADDRESS AMENDMENT/MODIFICATION TO Architect of the Capitol Procurement Division Ford House Office Building Attn: John Friedhoff Room H2-263 Second and "D" Streets, S.W. Washington, DC 20515
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8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)	(X)	9A. AMENDMENT OF SOLICITATION NO. RFP080041
		9B. DATED (See Item 11) 6/6/2008
CODE	FACILITY CODE	10A. MODIFICATION OF CONTRACT/ORDER NO.
		10B. DATED (See Item 13)

SUBJECT: Integrated Pest Management Program

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offers is extended. See Block 14 for the closing date and time

Offers 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:

(a) By completing Items 8 and 15, and return 1 copy of the amendment; (b) By acknowledging receipt of this amendment in Block 12 of Page 1 of the solicitation package, giving amendment number and its date; by e-mail or fax 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 make reference to the solicitation and this amendment, and is received prior to the opening/receipt hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, 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 is required to sign this document and return it to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION**

Solicitation RFP080041 Amendment 07 corrects the Instructions for Preparing the Technical Proposal in Section L. Section M, as corrected is also attached. All responses to this amendment are due back to me by e-mail [jfriedho@aoc.gov](mailto:jfriedho@aoc.gov) or by FAX (866)837-6818 by 3:00 PM on Feb. 19, 2009. All interested offerors are requested to sign and return this amendment with any revised technical information needed in accordance with the instructions in Section L. It is not required for any offeror to resubmit information already submitted. All offerors are also requested to confirm proposed pricing as indicated in Amendment 04 as valid through March 31, 2009.

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) John Friedhoff, Contracting Officer		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
_____ (Signature of person authorized to sign)		By _____ (Signature of Contracting Officer)	

**Solicitation RFP080041 Amendment 07 corrects the Instructions for Preparing the Technical Proposal in Section L. Section M, as corrected is also attached. All responses to this amendment are due back to me by e-mail [jfriedho@aoc.gov](mailto:jfriedho@aoc.gov) or by FAX (866)837-6818 by 3:00 PM on Feb. 19, 2009. All interested offerors are requested to sign and return this amendment with any revised technical information needed in accordance with the instructions in Section L. It is not required for any offeror to resubmit information already submitted. All offerors are also requested to confirm proposed pricing as indicated in Amendment 04 as valid through March 31, 2009. If you have any questions regarding this amendment please call me at (202)226-4525.**

**Section L - Instructions, Conditions and Notices to Offerors**52.216-1 Type of Contract (Apr 1984)

The Government contemplates award of a [Contracting Officer insert specific type of contract] contract resulting from this solicitation.

(End of provision)

52.252-1 Sec. L SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions 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. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

[www.gsa.gov](http://www.gsa.gov) or [www.arnet.gov](http://www.arnet.gov)

(End of provision)

AOC52.204-5 AOC52.204-5 Registration In The Central Contractor Registration (CCR) (Nov 2007)

(a) The Architect of the Capitol anticipates that in the future the agency's contractors may have to register in the CCR database. This is the primary vendor database for the Executive Branch of the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.

(b) CCR requires vendors to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration at least once per year to maintain an active status. CCR validates the vendor information and electronically shares the secure and encrypted data with the Federal agencies' finance offices to facilitate paperless payments through electronic funds transfer (EFT).

(c) The AOC is now encouraging all vendors to register in the CCR if they have not already done so. Vendors can register on line at <http://ccr.gov>. This internet site contains all pertinent information for registration as well as provides contact points for help when registering.

(End of provision)

AOC52.206-1 AOC52.206-1 Procurement Authority for the Architect of the Capitol (Sep 2007)

The authority for all purchase orders and contracts awarded by the Architect of the Capitol is 41 U.S.C. 5, 41 U.S.C. 6a-1, and 41 U.S.C. 6a-2, as amended by Public Laws 107-68, 108-7, and 108-83.

(End of Provision)

AOC52.215-1 Instructions to Offerors (Jul 2007)

(a) Definitions. As used in this provision --

**Proposal modification** is a change made to a proposal before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

**Proposal revision** is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

**Time**, if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays, including Presidential Inauguration Day. However, if the last day falls on a Saturday, Sunday, or legal holiday, including Presidential Inauguration Day, then the period shall include the next working day.

(b) Offerors are expected to examine the entire solicitation and all instructions. Failure to do so will be at the offeror's risk. Each offeror shall furnish the information required by the solicitation. The offeror will be held responsible for full knowledge of all information contained therein.

(c) Packaging, transmission, and tracking of proposals. (1) Proposals, modifications, and revisions shall be enclosed, in the quantities specified elsewhere in this solicitation, in sealed envelopes. With each copy of the form entitled, "SOLICITATION, OFFER, AND

AWARD", the offeror shall enclose the completed Schedule page; offer guarantee, if required; and Representations and Certifications. Address envelopes to: Architect of the Capitol, Procurement Division, Ford House Office Building, Attn: [Contract Specialist's name], Room H2-263 Bid Room, Second and D Streets, S.W., Washington, DC 20515. Offeror shall write Bid Documents Enclosed, H2-263 Bid Room, and write the solicitation number, time and date for receipt of offers on the exterior of the package on the same side as the address. Telegraphic or facsimile proposals and modifications will not be considered.

(2) Current security requirements established by the U.S. Capitol Police to screen mail being delivered to the U.S. Capitol Complex of buildings preclude the use of U. S. Postal Service by offerors to deliver their proposals submitted in response to this solicitation. In addition, because all packages must be screened for security purposes at a central location prior to their delivery, the Architect of the Capitol cannot accept packages containing offers hand carried directly to the Bid Room address within the Ford House Office Building, or any other location in the U.S. Capitol Complex of buildings. See Notice for Delivery on the front of the solicitation.

(3) To assist in tracking of proposals, offerors are requested to fax a copy of their signed Solicitation, Offer and Award form as well as a copy of the FEDEX or UPS receipt to [Contract Specialist's name] to [(202) 225-3221] at the time of the issuance of their proposal.

(4) The only acceptable method by which offerors can deliver their responses to this solicitation shall be via Federal Express (FEDEX) or United Parcel Service (UPS). Offers submitted via any other method will be rejected. OFFERORS - DO NOT MAIL YOUR OFFER BY REGULAR U.S. MAIL. See notice attached to this solicitation for special instructions.

(d) Submission, modification, revision, and withdrawal of proposals. (1) Offerors are responsible for submitting proposals and any modifications or revisions so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m. local time, for the designated Government office on the date that the proposal or revision is due.

(2) Any proposal, modification, or revision received at the Government office designated in the solicitation after the exact time specified for receipt of offers is late and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition, and-

(i) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals;

(ii) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of proposals and was under the Government's control prior to the time set for receipt of proposals; or

(iii) It is the only proposal received.

(3) However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(4) Acceptable evidence to establish the date of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(5) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of proposals by the exact time specified in the solicitation and urgent Government requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(6) Proposals may be withdrawn by written notice received at any time before award. Proposals may be withdrawn in person by an offeror or an authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.

(End of provision)

#### AOC52.215-2 Interpretations and Amendments (Jun 2004)

(a) Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing no later than fourteen calendar days prior to the date established for receipt of offers. Oral explanations or instructions given before the award of a contract will not be binding.

(b) Prospective offerors shall request the Contracting Officer, in writing, via FAX or e-mail for an interpretation or correction of any ambiguity, inconsistency, or error in the contract documents which they may discover or which should have been discovered by a reasonably prudent offeror. Such requests or objections to materials or methods of construction shown or specified shall be directed to the attention of the Contracting Officer at least fifteen (15) calendar days prior to the date specified for receipt of proposals. Written requests shall be transmitted via e-mail to [email address] or via facsimile to [fax number].

(c) Any interpretations or corrections, as well as any additional modifications the Contracting Officer may desire to include, will be in the form of amendments, in writing, which will be sent on the same date to all offerors if that information is necessary in submitting offers or if the lack of it would be prejudicial to other prospective offerors and shall become a part of any subsequent contract. The Contracting Officer reserves the right to answer only such questions as have, in his opinion, a definite bearing upon the proposals to be submitted.

(1) Offerors shall acknowledge the receipt of all amendments to the solicitation by:

- (i) Signing and returning the amendment;
  - (ii) Identifying the amendment number and date in the space provided for this purpose on the form for submitting a offer;
  - (iii) Letter or telegram; or
  - (iv) Facsimile, if facsimile offers are authorized in the solicitation.
- (2) The Government must receive the acknowledgment by the time and at the place specified for receipt of offers.
- (d) Requests for oral interpretations or any other interpretations not made by amendments will not be accepted, and any information that may possibly be gained by offerors in that manner is gratuitous and not binding.
- (e) If this solicitation is amended, all terms and conditions that are not amended remain unchanged.
- (End of provision)

AOC52.215-3 Restriction on Disclosure and Use of Data (Jun 2004)

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Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall

- (a) Mark the title page with the following legend:

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of--or in connection with--the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets (insert numbers or other identification of sheets) ; and

- (b) Mark each sheet of data it wishes to restrict with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

(End of provision)

## PROPOSAL COMPOSITION (AOC)

.1 Proposals shall be submitted in two major subdivisions: Technical Proposal whose content and arrangement shall be as described in the article, "INSTRUCTIONS FOR PREPARING THE TECHNICAL PROPOSAL" of this section, and a Price Proposal, which shall be prepared in detail on a basis as described and set forth in the article entitled, "INSTRUCTIONS FOR PREPARING THE PRICE PROPOSAL" of this section.

.2 The Technical Proposal and the Price Proposal portions of each proposal tendered by any offeror shall each be enclosed in a separate sealed package, identified on its outer surface as to content in the manner prescribed in the article entitled "SUBMISSION OF OFFERS" of this section and submitted in the following number of copies:

- .1 Technical Proposal - One original and three (3) copies.
- .2 Price Proposal - One original and one (3) copies.

.3 Each offeror may submit one or more proposals; however, each proposal shall be configured as described above, shall be considered on its own merits as to the completeness of submission and shall not share required documentation, bonding, or other requirements of submission with any other proposal submitted by the same offeror.

## INSTRUCTIONS FOR PREPARING THE TECHNICAL PROPOSAL (AOC)

The Technical Proposal shall be organized in accordance with the following format to facilitate evaluation by the Government. The Technical Proposal shall be subdivided into the following subfactors and shall contain enough information and documentation in sufficient detail to clearly identify your company's overall qualifications.

### 1 Past Performance

The offeror shall provide at least five (5) contracts that it currently holds, or has held within the past five years, for integrated pest management for a large commercial complex and/or a complex including a mix of grounds, mechanical shops, executive offices, and historical formal areas open to the general public. Each contract identified shall contain the following information:

- 1) Contract Number
- 2) Customer or Agency
- 3) Technical Point of Contact (Name and telephone number)
- 4) Contracting Officer (Name and telephone number)
- 5) Description of the contract scope of work with a narrative that shows correlation with this requirement
- 6) Dollar value of the contract
- 7) Contract Period of Performance

2 **Technical Approach and Management Approach**

The Offeror shall provide a detailed summary of its Integrated Pest Management philosophy and strategies along with follow-up procedures for ongoing pest problems; and address how they would be applied to this effort. The offeror must provide details of their IPM approach and procedures to solving pest problems such as cockroaches, ants, rodents, fleas, spiders, and other common pest(s).

Describe your company's personnel training practices, certification programs and other information relevant to this requirement. The narrative should address the following:

- 1) Certification Programs and Requirements for Pesticide Applicators
- 2) Safety Programs
- 3) Membership in related professional organizations such as National Pest Control Association and State and Local Pest Associations
- 4) Annual training programs in IPM and Related Areas
- 5) Full Service Company
- 6) Management and supervisory controls and lines of communication

3 **Key Personnel**

The offeror shall identify its Entomologist on staff, or have access to an independent Entomologist, who will be available for technical consultation. The Entomologist shall have experience on at least two (2) contracts within the past two (2) years, a 4-year degree in Entomology or Biology, Zoology or other life science from an accredited university. The proposal shall include a resume for the Entomologist and shall contain verifiable documentation of an agreement with the Entomologist for the life of the contract if the Entomologist is not employed by the offeror.

The offeror shall also identify its Senior Technical Representative or other Company Individual responsible for the performance of this effort. The Senior Technical Representative shall have experience on at least two (2) contracts withing the past two (2) years. The proposal shall include a resume for the Senior Technical Representative or other Company Individual.

**INSTRUCTIONS FOR PREPARING THE PRICE PROPOSAL (AOC)**

- .1 A firm, fixed unit price and total price for each contract line item shall be entered in Section B "Schedule of Prices" which shall represent the total price for performing the services specified herein. The price proposal shall include a total price for the initial period of performance, as well as each option quantity. A total price for all years is also required in the Schedule B. Erasures or other changes on any or all submissions shall be initialed by the signer of the proposal or by an authorized representative.
- .2 In addition, the Representations and Certifications, with applicable information included in

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**INSTRUCTIONS, CONDITIONS,  
AND NOTICES TO OFFEROR**

- .1 The "SOLICITATION, OFFER, AND AWARD" FORM (original signature required in Block 15);
- .2 Section B - The "SCHEDULE" pages; and
- .3 Section K - The "REPRESENTATIONS AND CERTIFICATIONS".

AOC52.215-9

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## Failure to Submit Offer (Jun 2004)

Recipients of this solicitation not responding with a proposal should not return this solicitation, unless it specifies otherwise. Instead, they should advise the issuing office by letter, postcard, or established electronic commerce methods, whether they want to receive future solicitations for similar requirements. If a recipient does not submit a proposal and does not notify the issuing office that future solicitations are desired, the recipient's name will be removed from the applicable mailing list.

(End of provision)

AOC52.237-1

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## AOC52.237-1 Site Visit (Aug 2005)

(a) Offerors are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

(b) Appointments for visiting the locations specified herein can be made by contacting John Friedhoff  
(202) 226-4525

(End of provision)

RFP080041

**EVALUATION FACTORS FOR AWARD****PROPOSAL EVALUATION CRITERIA (AOC) (JUN 2003)**

.1 The evaluation criteria to be used by the Contract Officer for the selection of a contractor to perform the work specified are defined below. The criteria are divided into technical and price categories which consist of subsections corresponding to those in the article entitled "INSTRUCTIONS FOR PREPARING THE TECHNICAL PROPOSAL" and the article entitled "INSTRUCTIONS FOR PREPARING THE PRICE PROPOSAL" in Section L. The technical criteria are considered by the Architect to be generally more important than price criteria. However, as the difference in technical merit between the proposals becomes less significant, the relative importance of the price will increase.

.2 **TECHNICAL CRITERIA.** Each offeror's proposal will be evaluated in accordance with the technical criteria listed below to determine whether it is responsive to the requirements of the RFP and are therefore acceptable. Technical criteria are listed below in descending order of importance:

.1 Past Performance. The offeror's past performance will be evaluated as an indicator of the offeror's expected future performance. The Contracting Officer will consider all available information concerning the offeror's past performance whether contained in the proposal or not. This may include points of contact not named in the proposal or information from other sources such as commercial rating services. In the case of an offeror without a record of relevant past performance or for whom information on past performance is not available, the offeror will not be evaluated favorably or unfavorably on past performance.

.2 Technical Approach and Management Approach. Each of the items listed in the Management Approach, will be evaluated for the offerors effectiveness of the management controls and lines of communication as well as currency of training and certification. The offeror's technical approach will be evaluated for adherence to integrated pest management principles, follow up and emergency procedures.

.3 Key Personnel. The resume of your proposed Entomologist will be evaluated for qualifications, certification, and availability for the duration of the contract. The Senior Technical Representative will be evaluated for qualifications and availability for the duration of the contract.

.3 **PRICE CRITERIA.** Price will be evaluated to determine whether it is reasonable and its position in the range of all prices.

**CONTRACT AWARD (AOC) (JUN 2003)**

.1 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, cost or price and other factors, specified elsewhere in this solicitation, considered.

.2 The Government may (1) reject any or all offers if such action is in the public interest, (2) accept other than the lowest offer, and (3) waive informalities and minor irregularities in offers received.

.3 The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications). Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. The Government reserves the right to conduct discussions.

.4 The Government may accept any item or combination of items, unless doing so is precluded by a restrictive limitation in the solicitation or the offer.

.5 A written award or acceptance of 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 as provided in Paragraph .4 of this article), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the Government.

.6 Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract. However, if the resulting contract contains a clause providing for price reduction for defective cost or pricing data, the contract price will be subject to reduction if cost or pricing data furnished is incomplete, inaccurate, or not current.

.7 The Government may determine that an offer is unacceptable if the prices proposed are materially unbalanced between line items or sub line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.

52.217-5 Evaluation of Options (July 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of provision)

52.252-1 Sec. M SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions 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. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

[www.gsa.gov](http://www.gsa.gov) or [www.arinet.gov](http://www.arinet.gov)

(End of provision)