



**NORTH ATLANTIC TREATY ORGANIZATION**  
**ORGANISATION DU TRAITÉ DE L'ATLANTIQUE NORD**  
HEADQUARTERS SUPREME ALLIED COMMANDER  
TRANSFORMATION 7857 BLANDY ROAD, SUITE 100  
NORFOLK, VIRGINIA, 23551-  
2490



TO: BC's Distribution List for Invitation for International Bidding (IFIB) Procedure

SUBJECT: Notification of Intent to issue an Invitation for International Bidding (IFIB) for Contractor Support: Routine and Emergent Grounds Maintenance requirements

DATE: 28 March 2018

1. In accordance with the stipulations of the Bi-SC Procurement Directive 60-70, Annex C, Procedures for International Competitive Bidding dated 15 June 2015. the following information is provided on an Invitation for International Bidding (IFIB) that this Headquarters has the intention to release:

**IFIB Reference: ACT-SACT-18-38**

**Title of IFIB:** Contractor Support: Routine and Emergent Grounds Maintenance Requirements

2. **The Scope:** Conduct ground maintenance for NATO grounds.

<b>Deliverables Descriptions</b>
Weekly mowing and general grounds maintenance (Minimum of 33 cuts per year) for 5.14 acres of grass). Additional cuts may be ordered as required and will be charged at the same rate as the weekly service.
Fall weed control and fertilizer for 5.14 acres of grass.
Fall mulching/shrub trimming around all trees and flower beds on grounds. Mulch should be brown hardwood mulch. Mulch does not need to contain any sort of treatment.
Fall annuals distribute 100 fall annuals throughout flower beds annotated on map. Plants should consist of 25 of each of the following species: Helenian's, Pansies, Stonecrop and Russian sage.
Trim and shape Crepe Myrtle's in front of building to below level of windows / haul away debris. This should be done once a year prior to the leaves falling off around October time frame.
Leaf removal on entire grounds a minimum of two times per year as directed by the COTR. (Additional removal services may be ordered as required and will be charged at the same rate as the bi-annual service).

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Snow removal by means of truck mounted plow total of 9.1 acres of parking lot and roads will need to be cleared (Estimated 3 events per year.). Additional snow removal may be ordered as required and will be charged at the same rate.
Ground crew hand labor spotter, shovelling, snow throwers and hand salting sidewalks. Snow must be removed on 5326 ft of sidewalk corner to corner. Additional snow removal may be ordered as required and will be charged at the same rate.
Truck mounted salting 9.1 acres must be truck mount salted (Estimated 3 events). Additional snow removal may be ordered as required and will be charged at the same rate.
Early spring organic fertilizer and pre-emergent crab grass preventer for 5.14 acres of grass.
Aeration, Seeding, and Fertilization for 5.14 acres of grass.
Spring mulching shrub trimming around all trees and flower beds. Mulch should be brown hardwood mulch. Mulch does not need treatment.
Summer organic fertilizer and weed control for 5.14 acres of grass.
Spring annuals: distribute 100 Spring annuals throughout flower beds annotated on map. Plants should consist of 25 of each of the following species: Spring Pansies, Purple thyme, Crocus and Eranthis hyemalis.

3. **Type of Contract:** Lowest Priced Technically Compliant (LPTC).
4. **Period of Performance:** Jan 2019 – Dec 2019 base period with four 12-month-option-periods.
5. **Bidding Procedure:** Sealed Bidding. The intended procurement method will be International Competitive Bidding (two step procedure) in accordance with Bi-SC Procurement Directive 60-70, Annex C, Procedures for International Competitive Bidding dated 15 June 2015, awarding the contract to the lowest priced technically compliant bidder.
6. **Funding:** The funding estimate is \$156,600 for the full contract scope. Travel costs will not be a consideration for contract award.
7. **Issue Date:** 15 August 2018
8. **Bid Closing Date:** 5 October 2018
9. **Eligibility:** Companies which have performed similar tasking to the requirement described in the solicitation. Contractor personnel performing services under the contract must be citizens of a NATO nation, have appropriate professional training and experience in a related field (s).
10. **Delivery location(s):** The contract will cover services being accomplished at NATO HQ Allied Command Transformation in Norfolk, Virginia.
11. **Partial bidding:** Partial Bidding is not authorized.

17. **Website:** <http://www.act.nato.int/contracting>

18. Contractors will be able to view the IFIB on or about 15 August 2018 at the above website. You are hereby invited to nominate, by email or facsimile before 14 August 2018, the name, full address, Point of Contact, telephone, facsimile number and e-mail address, of other potential bidders established within your country. This and any other correspondence is to be addressed to:

Supreme Allied Commander Transformation  
BUDFIN – Purchasing and Contracting Branch  
Attn: Charmaine R. Yap – Contracting Officer  
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CHARMAINE YAP  
Contracting Officer  
HQ SACT