



## **NORTH ATLANTIC TREATY ORGANISATION**

HEADQUARTERS SUPREME ALLIED COMMANDER TRANSFORMATION  
7857 BLANDY ROAD, SUITE 100  
NORFOLK, VIRGINIA, 23551-2490

## **Request for Proposal**

**RFP-ACT-SACT-24-82**

**NATO ACT Routine and Emergent Ground Maintenance**

**Amendment 1 (changes in red)**

## **Bidding Instructions**

## RFP-ACT-SACT-24-82

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**BIDDING INSTRUCTIONS**

**1. General**

This is a Firm Fixed Price deliverable contract in accordance with the HQ SACT General Terms and Conditions; Contract Award is contingent upon funding availability; Partial bidding is not allowed.

**HQ SACT GENERAL TERMS AND CONDITIONS DATED 03/13/2024 ARE APPLICABLE TO THIS PROCUREMENT AND CAN BE LOCATED ON THE ACT WEBSITE AT [WWW.ACT.NATO.INT/CONTRACTING](http://WWW.ACT.NATO.INT/CONTRACTING) UNDER CONTRACTOR INFORMATION.**

**2. Classification**

This Request for Proposal (RFP) is a NATO UNCLASSIFIED document.

**3. Definitions**

- (a) The “Prospective Bidder” shall refer to the entity that has indicated thereon its intention without commitment, to participate in this RFP.
- (b) The term “Bidder” shall refer to the bidding entity that has completed a bid in response to this RFP.
- (c) The term “Contractor” shall refer to the bidding entity to whom the contract is awarded.
- (d) The term “Contracting Officer” designates the official who executes this RFP on behalf of HQ SACT.
- (e) “Contracting Officer’s Technical Representative” or “COTR” is the official who is appointed for the purpose of determining compliance of the successful bid, per the technical specifications.
- (f) The term “HQ SACT” shall refer to Headquarters Supreme Allied Commander Transformation.
- (g) The term “ACT” shall refer to Allied Command Transformation.
- (h) The term “NATO” shall refer to the North Atlantic Treaty Organisation.
- (i) The term “days” as used in this RFP shall, unless otherwise stated, be interpreted as meaning calendar days.

**4. Eligibility**

This RFP is open to governmental or commercial entities:

- (a) Established in a North Atlantic Treaty Organisation Alliance member nation.
- (b) Working in the required field and legally authorised to operate in the country or countries in which this contract is to be performed at the time of bidding.
- (c) Has performed the desired past performance including size, cost and scope, as described in this RFP.

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- (d) **All proposed key personnel on this requirement must be citizens of a NATO member nation.**

### **5. Duration of Contract**

- (a) The contract awarded shall be effective upon date of award.
- (b) Period of Performance:
  - 1. Base Period **01 JAN 2025 – 31 DEC 2025**
  - 2. Option Periods:
    - a. **01 JAN 2026 – 31 DEC 2026**
    - b. **01 JAN 2027 – 31 DEC 2027**
    - c. **01 JAN 2028 – 31 DEC 2028**
    - d. **01 JAN 2029 – 31 DEC 2029**

Option periods shall be exercised at the sole discretion of the HQ SACT Contracting Officer, based on satisfactory work performance, availability of funding, and ongoing evolving requirements.

### **6. Exemption of Taxes**

In accordance with the agreements, (Article VIII of the Paris Protocol, dated 28 August 1952) goods and services under this contract are exempt from taxes, duties, and similar charges.

### **7. Amendment or Cancellation**

- (a) HQ SACT reserves the right to amend or delete any one or more of the terms, conditions, or provisions of the RFP prior to the date set for bid closing. A solicitation amendment or amendments shall announce such action.
- (b) HQ SACT reserves the right to cancel, at any time, this RFP either partially or in its entirety. No legal liability on the part of HQ SACT shall be considered for recovery of costs in connection to bid preparation. All efforts undertaken by any bidder shall be done considering and accepting, that no costs shall be recovered from HQ SACT.

### **8. Bidder Clarifications**

- (a) Prospective Bidders should seek clarification at their earliest convenience. Any explanation regarding the meaning or interpretation of this RFP, terms, clause, provision, or specifications, shall be requested in writing from the Contracting Officer. The Contracting Officer must receive such requests for clarification no later than 3 (three) calendar days prior to the bid closing date.

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- (b) In lieu of a bidders' conference, HQ SACT invites bidders to submit initial technical questions no later than **05 NOV 2024**.
- (c) Prospective Bidders shall complete a site visit on **06 NOV 2024** and **07 NOV 2024** in preparation for their proposals. Provide written intent to perform a site visit no later than **05 NOV 25** to the POC's listed in Paragraph 19.
- (d) Information in response to all inquiries / requests for clarification to a prospective bidder shall be furnished to all prospective bidders at <http://www.act.nato.int/contracting> as a Question-and-Answer addendum. All such addendums and any necessary solicitation amendments shall be incorporated into this RFP. Oral Interpretations shall not be binding.

### 9. Bid Closing Date

Bids shall be received at HQ SACT, Purchasing and Contracting Office, no later than **09 DEC 2024 0900 hours, Eastern Standard Time, Norfolk, Virginia, USA** No bids shall be accepted after this time and date. **No hard copy proposals will be accepted.**

### 10. Bid Validity

Bids shall remain valid for a period of one hundred and twenty days (120) from the applicable closing date set forth within this RFP. HQ SACT reserves the right to request an extension of validity. Bidder shall be entitled to either grant or deny this extension of validity. HQ SACT shall automatically consider a denial to extend the validity as a withdrawal of the bid.

### 11. Content of Proposal

A table of contents for the entire proposal:

- (a) The bidder's full name, address, point of contacts, telephone, fax number, and website;
- (b) Compliance statement (See Enclosure #1)
- (c) Past performance (See Enclosure #2); references will be accepted in lieu of past performance;
- (d) Provision of technical and price volumes;
- (e) Compliance matrix (See Annex B to Statement of Work).

### 12. Proposal Submission

- (a) Proposals shall be submitted electronically in two separate PDF documents; One containing the Technical Proposal and one containing the Price Proposal, each emailed separately to:
- (b) Technical Proposal: [hqsact.techproposal@nato.int](mailto:hqsact.techproposal@nato.int)
- (c) Price Proposal: [hqsact.priceproposal@nato.int](mailto:hqsact.priceproposal@nato.int)

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- (d) Email subjects shall include the solicitation information along with company name (for example: RFP-ACT-SACT-24-82\_Tech\_ABC Inc. / RFP-ACT-SACT-24-82\_Price\_ABC Inc.). Allow sufficient time in your submission should you encounter email size challenges.
- (e) Price proposals shall be in U.S. Dollar currency. Contractor may request payment post award in alternate currency based on agreed conversion rate.
- (f) Prices shall be on a Firm Fixed Price Basis and include any relevant discount schedule.
- (g) No oral bids or oral modifications or telephonic bids shall be considered.
- (h) It is the ultimate responsibility of a prospective bidder prior to submission that all proposal submissions are reviewed to ensure they meet the technical, contractual and administrative specifications and that offers meet the limitations and expressed conditions.

### **13. Late Proposals**

- (a) It is solely the bidder's responsibility that every effort is made to ensure that the proposal reaches HQ SACT prior to the established closing date and time. Only if it can be unequivocally demonstrated that the late arrival of the bid package was the result of NATO staff negligence (mishandling) shall the bid be considered.
- (b) A delay in email exchange due to the server or size restrictions does not constitute a delay by NATO.

### **14. Bid Withdrawal**

A bidder may withdraw their bid up to the date and time specified for bid closing. Such a withdrawal must be completed in writing or facsimile, with attention to the HQ SACT Contracting Officer.

### **15. Bid Evaluation**

- (a) The evaluation of bids and determination as to the responsiveness and technical adequacy or technical compliance, of the products or services requested, shall be the responsibility of HQ SACT. Such determinations shall be consistent with the evaluation criteria specified in the RFP.
- (b) HQ SACT is not responsible for any content that is not clearly identified in any proposal package.
- (c) Proposals shall be evaluated and awarded based upon the lowest price, technically compliant offer. The following factors are considerations:
  - 1. Successful administrative submission of bid packages as requested paragraph 11, as listed in this RFP.
  - 2. Successful determination of Technical Compliance.
  - 3. Successful cost price criteria (**Lowest Price Technical Compliant Offer**).

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4. Acceptance of HQ SACT General Terms and Conditions.

### **16. Proposal Clarifications**

During the entire evaluation process HQ SACT reserves the right to discuss any bid with the order to clarify what is offered and interpretation of language within the bid, to resolve in potential areas of concern.

### **17. Award**

- (a) HQ SACT intends to award a firm fixed price contract to the Offeror whose proposal represents the Lowest Priced Technically Compliant offer to NATO. Partial awards will not be considered.
- (b) HQ SACT will collect information from references provided by the Offeror in regard to its past performance. Contractors must provide authorization to contact references.
- (c) HQ SACT reserves the right to negotiate minor deviations to the listed General Terms and Conditions to this RFP.

### **18. Communications**

All communication related to this RFP, between a prospective bidder and HQ SACT shall only be through the nominated HQ SACT Contracting Officer. Designated contracting staff shall assist the HQ SACT Contracting Officer in the administrative process. There shall be no contact with other HQ SACT personnel regarding this RFP. Such adherence shall ensure Fair and Open Competition with equal consideration and competitive footing leverage to all interested parties.

### **19. Points of Contact:**

**(PLEASE INCLUDE ALL BELOW ON ALL CORRESPONDENCE)**

LCDR Margaret Anderson, ACT Contracting Officer,

757-747-3699, Margaret.anderson@nato.int

Louise Syms, ACT Contracting Specialist

757-747-3788, louise.syms@nato.int

## **RFP-ACT-SACT-24-82**

### **Enclosure 1: Proposal Content / Checklist**

#### **PROPOSAL CONTENT / CHECKLIST**

##### Table of Contents

- ☐ Bidder's name, address, POC, Contact numbers, email address.
- ☐ Compliance Statement.
- ☐ Past Performance (including References).
- ☐ Technical Proposal.
- ☐ Price Proposal
- ☐ Compliance matrix (See Annex B to Statement of Work).

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### Enclosure 2: Compliance Statement

#### **COMPLIANCE STATEMENT TO SEALED BID RFP-ACT-SACT-24-82**

It is hereby stated that our company has read and understands all documentation issued as part of RFP-ACT-SACT-24-82. Our company proposal submitted in response to the referenced solicitation is fully compliant with the provisions of RFP-ACT-SACT-24-82 and the intended contract with the following exception(s); such exemptions are considered non-substantial to the HQ SACT solicitation provisions issued.

<u>Clause</u>	<u>Description of Minor Deviation</u>
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----

Company: \_\_\_\_\_ Signature: \_\_\_\_\_

Name & Title: \_\_\_\_\_ Date: \_\_\_\_\_

Company Bid Reference: \_\_\_\_\_

Bidder's proposal must be based on full compliance with the terms, conditions and requirements of the RFP and all future clarifications and/or amendments. The bidder may offer variations in specific implementation and operational details provided that the functional and performance requirements are fully satisfied. In case of conflict between the compliance statement and the detailed evidence or explanation furnished, the detailed evidence/comments shall take precedence/priority for the actual determination of compliance. Minor or non-substantial deviations may be accepted. Substantial changes shall be considered non-responsive.

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### **Enclosure 3: Past Performance Information Form**

**(Company is required to submit minimum of one – references may be submitted in lieu of past performance).**

#### **PAST PERFORMANCE INFORMATION FORM**

Contracting Entity:

Contract No:

1. Type of Contract (Firm Fixed Price, IDIQ, Requirements):
2. Title of Contract:
3. Description of Work Performance and Relevance to Current Acquisition (Type of facility, capacity, estimated patronage, summary of staff used):
4. Contract Dollar Amount:
5. Period of Performance:
6. Name, Address, Fax and Telephone No. of Reference:
7. Indicate Whether Reference Acted as Prime or Sub-contractor:
8. Comments regarding compliance with contract terms and conditions:
9. Complete Contact Information for client:
10. Permission to contact client for reference: Yes/ No

**Name/Signature of Authorized Company Official**

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**This Enclosure is designed to assist the respective company provide HQ SACT with all necessary documents/information required. For clarification, please refer to Bidding Instructions in part 1 of subject solicitation.**

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### Enclosure 4: Price Proposal

#### **SEALED BID PRICE PROPOSAL**

#### **SUBJECT: RFP-ACT-SACT-24-82**

Proposed rates must be fully “loaded” [G&A, O/H, etc.], however they must not include per diem (meals & lodging) and travel. Travel (and related expenses) will not be covered under this contract but handled separately in accordance with the AVT financial Manual.

<https://www.act.nato.int/images/stories/budfin/afm24.pdf>

Please find on behalf of **Insert: Company Name** to provide HQ SACT with services (collectively referred as “ITEMS”), subject to the provisions, terms and conditions stated in RFP-ACT-SACT-24-82 and the “**Insert: Company Name Technical Proposal**”, submitted in accordance with solicitation provisions.

<b>Deliverables</b> (Refer to Annex A for further scope of each deliverable)	<b>Monthly Cost</b>	<b>Total Cost Per Year</b>	<b>Period of Performance</b>
<b>Monthly Cost for all deliverables outlined in Annex A. (BASE PERIOD)</b>	\$	\$	01 JAN 2025 – 31 DEC 2025
<b>Option Period 1</b>	\$	\$	01 JAN 2026 – 31 DEC 2026
<b>Option Period 2</b>	\$	\$	01 JAN 2027 – 31 DEC 2027
<b>Option Period 3</b>	\$	\$	01 JAN 2028 – 31 DEC 2028
<b>Option Period 4</b>	\$	\$	01 JAN 2029 – 31 DEC 2029
<b>TOTAL</b>		\$	

Please verify and acknowledge propriety of above, by duly completing signatures on the next page.

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**Authorizing Company Official:**

Printed  
Name: \_\_\_\_\_

Position: \_\_\_\_\_

Title: \_\_\_\_\_

Authorizing Company  
(Signature): \_\_\_\_\_

Date: \_\_\_\_\_

**Company Name Witness Official:**

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_ Title: \_\_\_\_\_

Witness  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **ANNEX A: STATEMENT OF WORK (SOW)**

### **Routine and Emergent Ground Maintenance**

#### **1. Introduction**

NATO established Headquarters Supreme Allied Command Transformation (HQ SACT) located on Naval Support Activity at 7857 Blandy Road, Suite 100, Norfolk, VA. HQ SACT has been at this location since 2003 with a mission to lead the continuous improvement of Alliance capabilities and to uphold NATO's global security interests now and in the future. Since its inception, HQ SACT has addressed this mission through concepts, doctrine and policy; requirements and capabilities; capabilities research and technology; joint experimentation, exercises and assessments; joint education and training. Part of ACT's vision is to train and educate individuals to NATO common standards and to provide the Alliance with leaders and staff members capable of operating effectively in a combined and joint environment.

#### **2. Background and Scope of Work**

- (a) **Background.** HQ SACT Facilities Office is seeking Contractor Support for routine and emergent grounds maintenance requirements.
- (b) **Scope.** NATO HQ-SACT requires comprehensive grounds maintenance services for 5.14 acres, which includes a minimum of 33 weekly grass cuts annually, with additional cuts available as needed at the same rate. Services also encompass aeration, seeding, and fertilization of the grass, along with bi-annual leaf removal as directed by the Contracting Officer's Technical Representative (COTR), with the option for additional removals. Early spring services include the application of organic fertilizer and pre-emergent crabgrass preventer, as well as the distribution of 100 spring annuals across designated flower beds. The fall season will also require mulching and shrub trimming, alongside the distribution of 100 fall annuals inside designated flower beds. Winter services involve snow removal from 9.1 acres of parking lot and roads using a truck-mounted plow, estimated at three events per year, alongside hand labor for sidewalk clearing (5,326 ft<sup>2</sup>) and truck-mounted salting. Additional snow removal services can be requested as needed, all billed at the same rate.

#### **3. Type of Contract and Period of Performance**

- (a) **Type of Contract:** Firm Fixed Price, Deliverables-based contract.
- (b) **Period of performance:**
  - 1. Base Period: **01 JAN 2025 – 31 DEC 2025**
  - 2. Option Periods:
    - a. **01 JAN 2026 – 31 DEC 2026**
    - b. **01 JAN 2027 – 31 DEC 2027**
    - c. **01 JAN 2028 – 31 DEC 2028**
    - d. **01 JAN 2029 – 31 DEC 2029**

#### **4. Surge Capability**

- (a) A surge capability requirement is included to have a contract vehicle in place should emerging circumstances require a quick and temporary increase in support (Deliverable) to meet new requirements within the scope of the existing Statement

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of Work. The contractor shall be prepared to evaluate requirements and submit a price proposal for any new in scope requirement for consideration by HQ SACT. Surge proposals will be evaluated by the Contracting Officer for fair and reasonable pricing and should be developed based upon the same pricing structure as the original contract proposal. The rate for surge effort shall not exceed the base/option year rate. Surge requirements will be incorporated by formal contract modification. Requests for pricing are made on a non-committal basis and do not constitute a formal commitment by HQ SACT to contract for additional work; supplier will not be reimbursed costs for preparing price proposals or other related expenses in response to a surge request.

- (b) HQ SACT surge efforts will not exceed 80% of the annual contract value or 80% of the cumulative contract value. Requests to surge from other organisations outside of HQ SACT are not counted against the HQ SACT when calculating the surge tolerances.
- (c) Address for additional surge location:

Joint Force Command Norfolk (JFCNF), BLDG NH-19 and Modular Trailer, 1486 Blandy Road, Norfolk, Virginia 23551-2490.

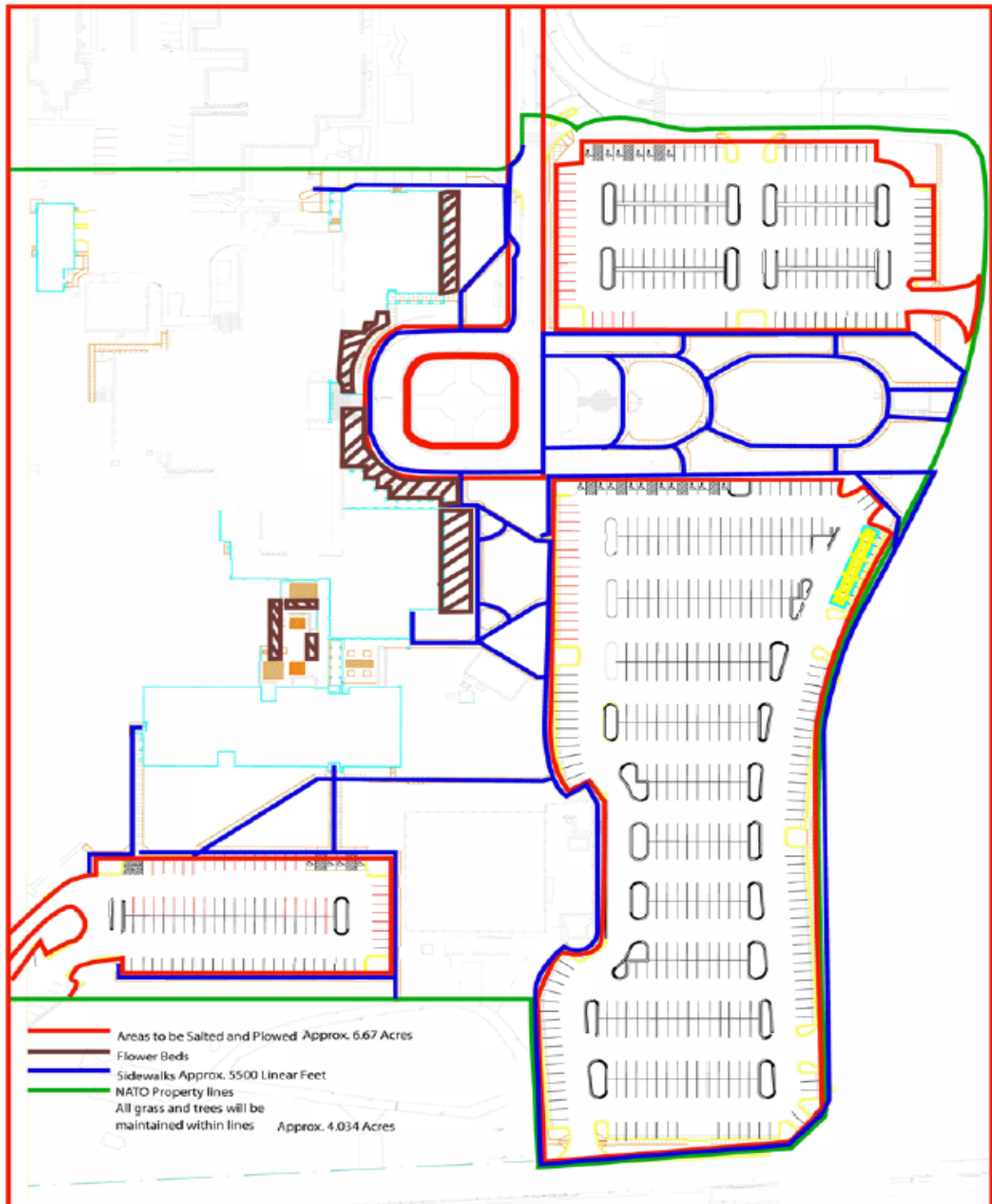
### 5. Tasking and Deliverables

**Any deviation from the tasking, deliverables, or delivery schedule must be coordinated with the COTR. Delivery schedule shall be determined with the COTR and in compliance with the required work and season.**

- (a) Weekly mowing and general grounds maintenance (Minimum 33 cuts per year for approx. 5 acres of grass). Additional cuts may be ordered as required and will be charged the same rate as the weekly service.
- (b) Aeration, seeding, and fertilization for approximately 5 acres of grass.
- (c) 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).
- (d) Early spring organic fertilizer and pre-emergent crab grass preventer for approximately 5 acres of grass.
- (e) Spring annuals: distribute 100 spring annuals throughout the flower beds annotated on the map.
- (f) Spring mulching, shrub trimming around all trees and flower beds on grounds. Mulch should be brown hardwood mulch. Mulch does not need treatment.
- (g) Summer organic fertilizer and weed control for approx. 5 acres of grass.
- (h) Fall weed control and fertilizer for approx. 5 acres of grass.
- (i) Fall mulching and shrub trimming around all trees and flower beds on the grounds. Mulch should be brown hardwood mulch. Mulch does not require any sort of treatment.

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- (j) Fall annuals: distribute 100 fall annuals throughout flower beds annotated on the map.
- (k) Trim and shape Crepe Myrtles in the front of the building to below the level of the windows and haul away debris. This should be done once a year prior to the leaves falling off during the October/fall time frame.



**6. Personnel Qualifications**

- (a) **Experience:** General Contractor with at least 4 years of experience in landscaping, lawn care, and gardening.
- (b) **Special Requirements:**
  - 1. Onsite supervisor must be present while any work is performed.
  - 2. Contractor must prove each employee has Defense Biometric Identification Systems (DBIDS) access prior to the start of the contract. No escorts will be provided.
  - 3. Contractor must obtain proper credentials and meet all requirements to enter Naval Support Activity Hampton Roads and HQ SACT facility prior to the start of the contract. Extensions of this deadline will be considered only if proper documentation demonstrating administrative delay due to no fault of the vendor can be provided.
  - 4. If the contractor cannot assign personnel to meet all requirements for entering Naval Support Activity or provide proof of administrative delay through no fault of the contractor prior to start of contract, contractor shall be liable for bid non-compliance or immediate contract termination.
  - 5. All contractors, vendors, and/or suppliers entering Naval Support Activity Hampton Roads and HQ SACT must no prior or pending felony convictions and not listed under the Sex Offender Registry and Notification Act (SORNA).

**7. Schedule of Delivery**

Delivery of tasking shall be in accordance with the general schedule outlined in **Annex A: Section 5** and approved by the COTR. Deviation from this schedule must be coordinated with the COTR in events such as inclement weather, holidays, or some other event that may detrimentally impact delivery.

**8. Acceptance Criteria**

- (a) Routine maintenance of HQ SACT Grounds is performed to a high-quality standard and performed according to the COTR-approved delivery schedule.
- (b) Emergent maintenance of HQ SACT is performed expediently to a high-quality standard and according to the COTR-approved delivery schedule.

**9. Contractor Performance Requirements and Reporting**

- (a) The COTR shall be assigned by the Contracting Officer. The COTR shall provide direction, guidance, and support information as needed for all technical and content areas of the SOW.
- (b) The COTR shall:
  - 1. Resolve outstanding disputes, problems, deficiencies, and/or questions on the technical aspects of the SOW.
  - 2. Review (and approve) all Contractor duties for completeness and accuracy.
  - 3. The contractor shall submit a report every two weeks to the COTR and the Contracting Officer, detailing progress on the SOW for the reporting period.

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4. The project status report shall include, but not be limited to, the following information:
  - a. Summary of work and status of tasks undertaken during the reporting period;
  - b. Current or anticipated problems/deficiencies and recommended solutions.
  - c. The COTR's written approval of work reported and deliverables submitted is mandatory for Contractor invoices to be successfully processed. The COTR shall receive a letter of appointment from the Contracting Officer that describes in detail his roles and responsibilities to which he shall sign formal acceptance.

### **10. Proof of Past Performance**

The contractor is to provide a minimum of one past performance citation (for work within the past five years) to show that it has successfully completed work that is similar to or directly traceable to the requirements outlined in this SOW.

- (a) Summary of work performed that directly relates to this SOW;
- (b) Outcome of abovementioned work performed;
- (c) Summary of staff used (by number and position);
- (d) Name of client and contact information;
- (e) Date of work performance;
- (f) Written permission to contact client for reference.

### **11. Place of Performance**

Contractor's personnel are expected to perform the required work onsite at **HQ SACT, 7857 Blandy Road, Norfolk, Virginia.**

### **12. Furnished Materials and Services**

- (a) **NATO Supplied: N/A**
- (b) **Contractor Supplied:** Any equipment, tools, software, or any other supplies necessary to complete the assessment and produce the deliverables according to **Annex A, Section 4.**

### **13. Physical Security**

Personnel details are to be supplied as requested to allow access to HQ SACT, if required. All contractor personnel shall abide by the security restrictions regarding carrying and using electronic devices (e.g. laptops, cell phones) in all NATO facilities. The Supplier(s) shall be responsible for satisfying the necessary clearance requirements before bringing any such device into a NATO facility.

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### ANNEX B: Compliance Matrix

#### Compliance Matrix to STATEMENT OF WORK

Contractor technical proposal will be assessed based on criteria mentioned in the following table. HQ SACT reserves the right to conduct technical discussions with contractor. Ultimately, companies shall clearly demonstrate by providing unequivocal explanation to where and how it meets the criteria set forth in this solicitation. The Contractor must demonstrate their experience and expertise in the subject matter, in which will be graded in accordance with the Grading Matrix.

SER	ITEM	COMPLIANT/ NOT COMPLIANT	Bidders Statement of Compliance – Bidder shall specifically reference the information within the proposal (page/paragraph) that demonstrates compliance with the criteria.
1	Demonstrated proficiency in English as defined in STANAG 6001 (Standardized Linguistic Profile (SLP) (Written and Oral). NATO: 2222.		
2	General Contractor with at least 4 years of experience in landscaping, lawn care, and gardening.		
3	Contractor must be able to certify that an on-site supervisor will be present at HQ SACT in Norfolk, VA while any contractor work is being executed.		
4	All proposed personnel on this requirement are citizens of a NATO member nation.		
5	Contractor must agree that each employee will obtain a DBIDS credential at no cost to HQ SACT prior to the start of the contract. Contractor is fully responsible for ensuring all needed vehicle passes and decals, individual access badges, and documents for appropriate entry to NSA Hampton Roads and HQ SACT facilities.		
6	Contractor must have the capacity to perform all the deliverables identified in the table under 4.0 Taskings and Deliverables in the Statement of Work.		
7	Contractor must furnish all tools and materials required to perform all the taskings and deliverables identified in the Statement of Work.		
8	Contractor must attend one of the available site surveys.		