



**HQ Supreme Allied Commander Transformation
Purchasing and Contracting Section
Office of Budget and Finance**
Norfolk, Virginia | USA



Request for Proposal

IFIP-ACT-SACT-26-18

Heating, Ventilation, Air Conditioning (HVAC), and Refrigeration Maintenance and Repair for Headquarters Supreme Allied Commander Transformation (HQ SACT)

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BIDDING INSTRUCTIONS

1. General

a. This is a **Firm Fixed Price Deliverables** contract in accordance with the HQ SACT General Terms and Conditions.

b. HQ SACT General Terms and Conditions Dated **15 January 2026** are applicable to this procurement and can be located on the ACT Website at; WWW.ACT.NATO.INT/CONTRACTING under Contractor Information.

c. Contract Award is contingent upon funding availability; Partial bidding is NOT allowed.

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(s) 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 Organization.

i. The term “days” as used in this RFP shall, unless otherwise stated, be interpreted as meaning calendar days.

4. Eligibility

a. This RFP is open to governmental or commercial entities:

- b. Established in a North Atlantic Treaty Organization Alliance member nation.
- c. Working in the required field and legally authorised to operate in the country and state in which this contract is to be performed, at the time of bidding. Has performed the desired past performance including size, cost and scope, as described in this RFP.
- d. All proposed key personnel identified to work on this requirement must be citizens of a NATO member nation.

5. Duration of Contract

- a. The contract awarded shall be effective 01 April 2026.
- b. Period of Performance: 01 April 2026 to 31 December 2026, with four (4) option 12-month periods;
 - Option Period 1: 01 January 2027 to 31 December 2027
 - Option Period 2: 01 January 2028 to 31 December 2028
 - Option Period 3: 01 January 2029 to 31 December 2029
 - Option Period 4: 01 January 2030 to 31 December 2030

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. If this RFP is cancelled, any/all received bids shall be returned unopened, per the bidder's request.

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. All Contracting Officers listed on this RFP must receive such requests via email for clarification no later than **23 February 2026**.
- b. In lieu of a bidder's conference, HQ SACT invites bidders to submit technical and contractual questions not later than **23 February 2026**.

c. Information in response to all inquiries / requests for clarification to a prospective bidder shall be furnished to all prospective bidders at the following link: <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. Verbal Interpretations shall not be binding.

9. Bid Closing Date

Bids shall be received at HQ SACT, Purchasing and Contracting Office, no later than **09 March 2026, 0900 hours, Eastern Standard Time, Norfolk, Virginia, USA**. No bids shall be accepted after this date and time. **No hard copy proposals will be accepted.** Please see Proposal Submission (paragraph 12) for more details.

10. Bid Validity

a. 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.

b. HQ SACT will not accept supplier proposals prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-Trained Transformer (Chat GPT), or other language generating tools. HQ SACT reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI applications may be rejected without further consideration at HQ SACT's sole discretion, and HQ SACT reserves the right to take further steps in such cases as appropriate.

11. Content of Proposal

The proposal shall consist of two (2) separate documents (Technical / Price) sent via e-mail as per the instructions. No hard copy proposals will be accepted. The E-mailed documents shall be received no later than **09 March 2026, 0900 hours, Eastern Standard Time, Norfolk, Virginia, USA**.

The company description portion of its technical proposal shall be limited to 5 pages.

a. Technical Proposal shall be a Signed PDF document and contain:

- 1) A table of contents for the entire proposal (See Enclosure #1);
- 2) The bidder's full name, address, Points of Contact, Telephone, Internet site;
- 3) Compliance statement (See Enclosure#2);
- 4) Past performance (See Enclosure #3);

- 5) List of on-site personnel to provide services;
- 6) Company description and supplementary relevant information; and
- 7) Compliance matrix (See Annex B).

b. Price Proposal shall be

- 1) **Submitted in U.S. Dollar Currency.** Contractor may request payment post award in alternate currency based on agreed conversion rate.
- 2) Prices shall be on a **Firm Fixed Price Basis**, include any relevant discount schedule.

12. Proposal Submission

a. Proposals shall be separate e-mail submissions to:

Technical proposal: hqsact.techproposal@nato.int

Price proposal: hqsact.priceproposal@nato.int

b. E-mail subjects shall include the solicitation information along with company name (for example: IFIP -ACT-SACT-26-18_Tech_ABC Inc. / IFIP -ACT- SACT-26-18_Price_ABC Inc.). **Allow sufficient time in sending your submission should you encounter e-mail size challenges.**

c. No verbal bids or verbal modifications or telephonic bids shall be considered.

d. 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. No late bids shall be considered.

b. A delay in an e-mail exchange due to 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 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. HQ SACT is not responsible for any content that is not clearly identified in any proposal package.

b. Proposals shall be evaluated and awarded taking into consideration the following factors:

- 1) Successful administrative submission of bid packages as requested in paragraph 11 and as listed in this RFP.
- 2) Successful determination of compliance on mandatory criteria. (Compliant/non-compliant).
- 3) **Technical factors / pricing factors rated as follows:
Technical / Price =70/30 (Best Value)**
- 4) Technical clarifications as determined may be conducted.
- 5) 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, clarify what is offered and interpret language within the bid to resolve any potential areas of concern.

17. Award

a. HQ SACT intends to award a firm fixed price services contract to the Offeror(s) whose proposal represents the Best Value offer to NATO. Partial awards will not be considered.

b. HQ SACT will collect information from references provided by the Offeror on 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. Surge Capability:

A surge capability requirement is included to have a contract vehicle in place should emerging circumstances require a quick and temporary increase in contractor services within the scope of the existing Statement of Work. The selected supplier shall be prepared to provide additional services if needed to support this SOW. 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. Surge requirements include, but are not limited to, required repairs identified during the annual maintenance checks, but not already accounted for and 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. HQ SACT surge efforts will not exceed 50% of the annual contract value or 50% of the cumulative contract value.

19. Disputes

Disputes will be settled between the bidder and the Contracting Officer by mutual agreement through negotiation, while respecting and observing NATO regulations and policies.

20. Proposed Candidates

If successful, contractor company must notify HQ SACT of any special accommodations or requirements of its personnel for on-site support.

21. 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.

22. Points of Contact

(PLEASE INCLUDE ALL BELOW ON ALL CORRESPONDENCE)

Margaret Anderson, ACT Contracting Officer, 757-747-3699; Margaret.anderson@nato.int
Tonya Bonilla, ACT Contracting Officer, 757-747-3575; Tonya.bonilla@nato.int
Laurent Munter, ACT Contracting Specialist, 757-747-3788; Laurent.munter@nato.int

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).
- List of Key Personnel.
- Technical Proposal.
- Price Proposal (Excel worksheet – Enclosure 4 - provides mandatory price proposal format)

Enclosure 2: Compliance Statement

COMPLIANCE STATEMENT TO SEALED BID RFP-ACT-SACT-26-18

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

Note: Any requested deviations/adjustments or considerations regarding HQ SACT General Terms and Conditions must be identified here - at the time of bidding - for consideration by the Contracting Officer.

<u>Clause</u>	<u>Description of Minor Deviation</u>
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(If applicable, add another page)

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.

Enclosure 3: Past Performance Information Form

Company is required to submit minimum of one. Company should be clear how the company met the requirements of past performance. Reference to a contract must include a detailed description of the work performed relevant to the requirements outlined in the SOW. Generic or Vague references to the contract awarded without clear connection to work performed will be disqualified

- (a) Contracting Entity:
- (b) Contract No:
- (c) Type of Contract (Firm Fixed Price, IDIQ, Requirements):
- (d) Title of Contract:
- (e) Description of Work Performance and Relevance to Current Acquisition (Type of facility, capacity, estimated patronage, summary of staff used):
- (f) Contract Dollar Amount:
- (g) Period of Performance:
- (h) Name, Address, Fax and Telephone No. of Reference:
- (i) Indicate Whether Reference Acted as Prime or Sub-contractor:
- (j) Comments regarding compliance with contract terms and conditions:
- (k) Complete Contact Information for client:
- (l) Permission to contact client for reference: Yes / No

Name/Signature of Authorized Company Official: _____

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.

Enclosure 4 – Mandatory Price Proposal Excel Spreadsheet

Pricing shall be submitted using the excel workbook provided. Bidders may elect to submit a PDF proposal for pricing **in addition to the required excel workbook.**

Proposals not submitted in the proper format will not be considered.

Formulas have been added for convenience; however, it is the company's responsibility to ensure that the formulas are correctly reflecting your expected bid proposal value.

ANNEX A: STATEMENT OF WORK (SOW)

Statement of Work for Heating, Ventilation, Air Conditioning (HVAC), and Refrigeration Maintenance for Headquarters Supreme Allied Commander Transformation (HQ SACT)

Introduction

NATO established Headquarters Supreme Allied Commander Transformation (HQ SACT) in Norfolk, VA, in 2003 to lead warfare development efforts and improve military capabilities to meet 21st century security and defense requirements. This work encompasses the need to enhance the Alliance's ability to apply a comprehensive approach to the conduct of future operations and engagement with partners, NATO's interaction with non-NATO entities that include states, non-state actors, international and non-governmental organizations.

Background and Scope of Work.

The Headquarters Support Branch requires a support arrangement for the provision of services at HQ SACT. These services shall include a comprehensive maintenance agreement covering all components of the HVAC system, including the boiler system, cooling towers, water-source heat pumps, ventilation heat pumps (rooftop air handling units), direct digital controls, exhaust fans, chemical treatment of cooling towers (condenser water loop), and all associated equipment.

The Contractor shall provide all labor and materials necessary to repair or replace worn parts or components covered under this contract with new parts. All repairs, replacements, components, and devices required for the annual maintenance agreement.

Type of Contract and Period of Performance.

- a. **Type of Contract.** This is a Firm Fixed Price (FFP) services contract.
- b. **Period of Performance.** 01 April 2026 to 31 December 2026 with four (4) option periods; 01 January 2027 to 31 December 2027, 01 January 2028 to 31 December 2028, 01 January 2029 to 31 December 2029, and 01 January 2030 to 31 December 2030

Tasking

Preventative Maintenance:

The preventive maintenance schedule is the responsibility of the selected supplier and shall not be limited to the major pieces of equipment listed herein but also is meant to

include all devices and systems that are related to the heating, ventilation, and air conditioning systems. The equipment included is as follows:

1. **Heating System** – Gas Boiler systems, pumps, pump motors and associated electrical components, cleaning of heating coils, water strainers, heat exchangers, etc. (where applicable)
2. **Cooling System** – Air conditioning compressors, evaporative condensers, air cooled condensers, pumps, pump motors, heat exchangers and associated electrical components, water chillers, cleaning of cooling coils, etc. (where applicable)
3. **Air Handling Units** – Fans, motors, air filters, dampers, induction units, mixing boxes, heat exchangers, valves, actuators, etc. (where applicable)
4. **Miscellaneous Equipment** – Exhaust fans, hot water coils, direct expansion valves, magnetic starters, manual motor starters, pump and fan motor drives, filters, belts, and refrigerant, etc. (where applicable)
5. **Building Automation System** – All system components to include but not limited to controllers, sensors, wiring, front end computer(s), graphics, version updates/upgrades, programming, training, etc.
6. **Refrigeration**- Refrigerator compressors, evaporative condensers, air cooled condensers, pumps, pump motors, heat exchangers and associated electrical components, water chillers, cleaning of cooling coils, etc. (where applicable).

Preventive maintenance work shall be provided monthly at a minimum, including start-up and shutdown if applicable.

Repair and Replacement

Repair and replacement of materials and/or equipment may be required on an as-needed basis during the term of the contract. While such repair and replacement services are **not included** in the pricing, it is anticipated that the Contractor will be conducting repair and replacement work.

Table 1. – Taskings based on Equipment Type

Ser	Equipment Type	Tasking
1	Exhaust Fan	<ul style="list-style-type: none"> • Check fan for dust build up and clean when necessary • Check fan for excessive wear. • Check bearing collar set screws on fan shaft to make sure they are tight. • Clean exterior of unit • Lubricate fan shaft bearings. • Inspect belts; tighten as necessary and replace annually (if applicable) • Remove all trash and clean area around fan. • Check all and tighten all electrical connections. • Perform visual inspection on all equipment.

2	Water Source Heat Pump	<ul style="list-style-type: none"> • Check and replace Air Filters • Clean return grills • Check coils for air flow blockage, clean coils (Annually) • Check condensate flow from evaporator and economizer coils through drain. Clean pan (Annually) • Place Condensate Treatment Tablets twice a year in Condensate Pans • Check belt for alignment, tension. Change belt (Annually) • Check the liquid line sight glass. • Inspect filter driers for leaks or blockage • Check Economizer coil and clean as necessary • Check and record operating pressures and temperatures. • Check and tighten all electrical connections • Verify Fan motor and fan bearings are lubricated properly. • Check fan wheel for debris and clean if necessary • Check fan sheave for alignment • Check water valves for leakage • Inspect inlet vane assembly • Inspect TXV for cleanliness • Verify superheat • Check and record condenser water supply & return temperatures • Inspect piping and clean strainers annually • Six-unit replacements annually as needed
3	Pump	<ul style="list-style-type: none"> • Clean pump strainer (if applicable) • Lubricate pump and motor bearings. • Check pump for proper alignment and coupling. • Tighten electrical connections and starter contacts. • Check overload protection. • Check nuts, bolts, pump and motor mounts; adjust as necessary. • Check seals and packing. • Check gauges; verify flow. • Check and clean starter (if applicable). • Check and test flow switch. • Check for vibrations, unusual noises, odors, surface temperatures, etc. • Perform visual inspection of all equipment.
4	Cooling Tower	<ul style="list-style-type: none"> • Disassemble, clean; reassemble float and ball cock valves. • Wash down interior of the cooling tower. • Clean perforated head pans and spray nozzle, if applicable.

		<ul style="list-style-type: none"> • Drain and flush tower distribution pans. • Drain and flush pipelines. • Lock closed automatic “fill” valves. • Remove and clean strainers and screens. • Check operation of sump heaters. • Check operation of heat tracing. • Remove all debris within and around unit. • Flush unit as required. • Lubricate fan motor and bearings, if applicable. • Inspect belts, motor pulley and motor mounts, replace belts annually • Check motor operating conditions. • Verify float valve assembly for proper operation. • Drain tower for winter shutdown. • Make a visual inspection of all equipment.
5	Building Automation System	<ul style="list-style-type: none"> • Check all electrical/mechanical connections in panel. • Check operations of panel modem. (if applicable) • Verify schedules with owner. • Verify time of day schedules (all start-stops). • Perform Battery Test. (if applicable) • Update owner’s copy of database. • Review and purge system alarms • Ensure system components communicate properly (unit controllers) • Verify Operational status of monitored systems • Notify owner of any discrepancies. • Provide software updates/upgrades as necessary • Maintain system front end computer
6	Split System	<ul style="list-style-type: none"> • Check motor assembly, inspect and clean blades. • Check for corrosion and wear. • Check housing clearance. • Check and calibrate safety controls. • Check and tighten all electrical controls. • Lubricate motor and fan bearings (if applicable) • Check motor operating conditions. • Check external interlocks • Check and record motor voltage and amperage. • Perform visual inspection of all equipment. • Check condition of evaporator and clean condenser coils (1X Annually) • Check for leaks • Check condensate pump operation (if applicable) • Check crankcase heater operation • Check hi-low pressure switch and adjust if needed • Check operating voltages/amp readings Check for excessive vibration of compressor • Check refrigerant pressure/temperatures

7	Variable Air Volume Terminal Box	<ul style="list-style-type: none"> • Check and replace Air Filters • Check coils for air flow blockage, Clean coils (Annually) • Check condensate flow from evaporator and economizer coils through drain. Clean pan (Annually) • Check belt for alignment, tension. Change belt (Annually) • Check the liquid line sight glass. • Inspect filter driers for leaks or blockage • Check Economizer coil and clean as necessary • Check and record operating pressures and temperatures. • Check and tighten all electrical connections • Verify Fan motor and fan bearings are lubricated properly. • Check fan wheel for debris and clean if necessary • Check fan sheave for alignment • Check water valves for leakage • Inspect inlet vane assembly • Inspect TXV for cleanliness • Verify superheat • Check and record condenser water supply & return temperatures • Inspect piping and clean strainers annually
8	Ice Machine Equipment	<ul style="list-style-type: none"> • Check & verify unit frame & non-moving parts are in operative condition • Verify cleanliness of condensing pans and report any problems • Verify proper cycle timers and operation of ice machine • Verify water fill lines and floats • Inspect cooling components for proper operations • Check and tighten all electrical connections • Report any issues or concerns to customer
9	Ice Machine Coil Cleaning	<ul style="list-style-type: none"> • Present any MSDs documents to the customer • Review emergency & safety procedures with customer • Notify customer what areas will be turned off for cleaning • Move high pressure cleaner and hose to the unit • Prepare unit for cleaning condenser unit • High pressure clean coil • Remove water used to clean and rinse coil • Prepare unit for normal operation • Report any problems found during service

10	Refrigerator Inspection/Primary Service	<ul style="list-style-type: none"> • Inspect cooling components for proper operation • Check and verify operating temperatures • Check and tighten all electrical connections • Check and verify condenser fan operation and report problems • Check and verify evaporator fan operation and report problems • Verify cleanliness of condensate pans and report problems • Verify filter efficiency and report problems to client • Check and verify unusual noises/vibrations • Check relay/contactors for excessive wear/pitting • Check refrigerant loop for security, vibration, corrosion & wear • Verify door gasket integrity
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Table 2 - Equipment List by Location

Ser	Location	Equipment Type - (Amount)
1	NH-31	Closed Circuit Coolers (Evap Condenser) – (2)
2	NH-31	Water Source Heat Pumps (WSHP) – (142)
3	NH-31	7.5 ton WHSP – (2)
4	NH-31	25 ton Make-Up Air Unit (MUA) – (2)
5	NH-31	15 ton MUA – (3)
6	NH-31	Tower Pumps – (4)
7	NH-31	Circulation Water Pumps – (12)
8	NH-31	Chilled Water Pumps (CHP) – (2)
9	NH-31	Hot Water Pumps (HWP) – (2)
10	NH-31	CRAC Units – (2)
11	NH-31	Ventilation Heat Pump – (5)
12	NH-31	Mini—Split Heat Pump – (18)
13	NH-31	Exhaust Fans – (14)
14	NH-31	Air Handling Units (AHU) – (2)
15	NH-31	Fan Coil Units – (6)
16	NH-31	Variable Air Volume Terminal Box – (94)
17	NH-31	Air Cooled Chillers – (2)
18	NH-31	Air Control Expansion Tanks – (2)
19	NH-31	OA Intake – (4)
20	NH-31	AHU pumps – (2)
21	NH-31	Gas Fired Boilers – (6)
22	Water Treatment	Inspections – (12)
23	Air Filter Media	4x times a year private office(s)
24	Air Filter Media	12 X times common areas and open offices
25	NH-31A	Heat Pumps – (2)
26	NH-31A	Air Cleaner – (1)
27	NH-31B	Mini Split Heat Pumps – (2)
28	NH-31B	Split Heat Pump – (1)

29	NH-31B	Vehicle Exhaust – (2)
30	NH-31B	Exhaust Fans – (3)
31	NH-31C	PTAC Unit – (1)
32	NH-23	Split Heat Pump – (1)
33	NH-23	Exhaust Fan – (1)
34	NLR	AHU – (2)
35	NLR	Computer Room Units – (2)
36	NLR	Mini Split Units – (4)
37	NLR	Exhaust Fans – (3)
38	NLR	Return Plenum Fans – (2)
39	NLR	Variable Air Volume – (43)
40	NLR	Hot Water Cabinets – (2)
41	NLR	AHU Pumps – (2)
42	Food Service Area	Walk-In Refrigerators – (3)
43	Food Service Area	Commercial Ice Maker – (1)
44	Food Service Area	Commercial Refrigerators – (22)
45	Food Service Area	Exhaust Fans – (7)

Reports:

1. **Annually:** Perform annual inspection and report prior to spring start-up for all equipment under this contract. Once a year the following maintenance program will be performed:
 - a. Furnish nitrogen, oil, oil filters, refrigerant, and gaskets as required. Contract coverage includes 100% of all refrigerants.
 - b. Repair all leaks. Contact the individual responsible for maintenance of the equipment within the enclosure for inspection of pressure testing.
 - c. Check the condition of the motor starter contacts for wear, pitting, etc.
 - d. Check and calibrate all safety controls.

Requirements:

1. Key Personnel supporting this requirement must be citizens of NATO member nations.
2. Contractor must be a fully licensed Class “A” Contractor by the State of Virginia and this license must remain valid through the term of this agreement.
3. Contractor must have a sub-classification notation of HVAC for the previous ten years.
4. Contractor company is headquartered within a NATO member nation.
5. Have the ability to provide 24/7 – 365-day service and repair with the ability to respond within two (2) hours. A written Service Plan/Emergency Response Plan must be provided within proposal.
6. Employ a full time Certified Safety Director. Provide a copy of the certification within the proposal.
7. Contractor must be, or have in their employment, a Master Mechanical Card holder.
8. Be able to provide a maintenance plan.
9. Be able to provide an inventory list.

10. All technicians shall be trained and qualified to provide HVAC services.

Acceptance Criteria

ACT will accept if the delivery of the products is performed in accordance with the defined taskings and submission of the required reports.

Place of Performance

Contractor's personnel are expected to perform the required work at HQ SACT.

Equipment Survey

A previous comprehensive review of the HVAC system was conducted just a few years ago. This HVAC property survey can be forwarded on request, noting the information is privileged and for the use of this solicitation ONLY. It must not be disseminated to partners or third parties. Requests for site survey can be made to: Section Head HQ SACT Facilities, Tel +1(757) 747-3358.

Physical Security

1. **Personnel Clearances:** The work will only contain unclassified information, NATO clearance is not needed, but preferable.
2. **Security Conditions:** Contractor personnel shall comply with all the local host nation, NATO security provisions and other policies and procedures, as required.
3. **Electronic Devices:** The Contractor shall abide by the security restrictions regarding carrying and using electronic devices (e.g., laptops, cell phones) in the HQ SACT. The Contractor shall be responsible for staying the necessary clearance from the HQ SACT Security Office before bringing any such device into the HQ SACT work. If required, as determined by the COTR, HQ SACT may provide access to NATO ICT capabilities, but otherwise, the contractor will provide their own equipment.
4. HQ SACT is located on Naval Support Activity Hampton Roads, as such, any contractor who will be working on site at the HQ SACT will need to have a DBIDS badge to access the base.
5. Access badges to HQ SACT will be provided to the contractors. Contractors will require a physical escort at all times inside the building. Badges will be collected at the end of the work day.
6. Contractors are fully responsible for ensuring that they have all needed vehicle passes and decals, and individual access badges and documents for appropriate access to the HQ SACT facility. The Contractor Company shall submit requests for site access to SACT HQ, Attention Security Office, 7857 Blandy Road, Suite 100, Norfolk, VA 23551-2490.

ANNEX B: REQUIREMENTS MATRIX

Contractor's technical proposals will be assessed on the qualifications of the company and the proposed team to perform the work. Teams will be measured against each of the criteria specified below to ascertain whether the team qualifications are considered compliant. **Scores cannot be assumed to be a one for one calculation. Scores will be assigned within a range based on the number of years, relevancy of experience, level of experience, depth of experience, etc.** (HQ SACT reserves the right to conduct technical discussions for clarification). Examples of how detailed knowledge levels were attained are expected.

Compliance Matrix

Item	Compliant	Non-Compliant
1. Key personnel supporting development must be citizens of NATO member nations.		
2. Contractor must be a fully licensed Class "A" Contractor by the Commonwealth of Virginia and this license must remain valid through the term of this agreement.		
3. Past Performance. At least one past performance citation within the last five years. The citation must show that work that is similar to or directly traceable to the requirements outlined in this SOW has been successfully completed.		
4. Bidders shall be a registered, bonded, mechanical contractor, licensed by the Commonwealth of Virginia. The contractor must be, or have in his employment, a Master Mechanical Card holder. A copy of the license and this card shall be included with the bid.		
5. Contractor must have a sub-classification notation of HVAC for the previous ten years.		
6. Employ a full \-time Certified Safety Director. Provide a copy of the certification.		
7. Minimum technical score of 70 required.		
8. Contractor company is Headquartered within a NATO member nation.		

Best Value Criteria Matrix

Item	Range	Score (100 pts possible)
<p>1. Have the ability to provide 24/7 - 365 day service and repair, with the ability to respond within two hours. Provide a written Service Plan / Emergency Response Plan.</p>	<p>No plan provided: 0 points (non-compliant)</p> <p>Service Plan/Emergency Response Plan Provided however cannot meet the two hour response requirement: 1-10 points</p> <p>Complete Service Plan/Emergency Response Plan Provided that fulfils all requirements: 11-20 points</p>	
<p>2. Bidders shall demonstrate their ability to rapidly obtain repair parts for all equipment listed in the Equipment List due to the critical nature of the facilities served. Specifically, they need to prove, completeness and relevance of the inventory list provided for parts currently in stock, evidence of active accounts with commercial supply companies or authorized distributors for each equipment manufacturer listed, demonstrated lead times for obtaining non-stock parts (e.g., same day, next business day, 2–3 days), and ability to obtain parts for <i>all</i> manufacturers listed in the Equipment List.</p>	<p>No inventory list or insufficient evidence of supplier access: 0 points (non-compliant)</p> <p>Limited inventory and/or incomplete supplier coverage: 1 – 10 points</p> <p>Adequate inventory with documented short lead times (2–3 business days): 11 – 20 points</p> <p>Comprehensive on-hand inventory and documented same-day or next-day access for all manufacturers: 21 – 30 points</p>	
<p>3. Bidders must use only technicians which are trained and qualified to provide HVAC services. The technicians used must be directly employed and/or supervised by the bidder. The bidder will provide, as part of his bid, the name, qualifications and certifications of each person who will be assigned to this contract service agreement. Qualifications shall include a listing of technical training, schools or apprenticeships for each employee.</p>	<p>No listing provided: 0 points (non-compliant)</p> <p>Listing provided with some qualifications listed: 1-10 points</p> <p>Full listing of qualifications provided: 11-20 points</p>	

<p>4. Bidders shall submit a comprehensive maintenance plan for the equipment listed in the Table 2. The plan shall demonstrate the bidder's approach to preventive maintenance, corrective maintenance, response times, and overall system reliability.</p>	<p>No maintenance plan provided – 0 points</p> <p>Maintenance plan partially meets requirements but lacks detail, clarity, or sufficient response capability: 1 – 10 points</p> <p>Maintenance plan meets requirements and demonstrates an adequate and reasonable approach: 11 – 20 points</p> <p>Maintenance plan is comprehensive, well-structured, exceeds minimum requirements, and demonstrates strong risk mitigation and rapid response capabilities: 21 - 30 points</p>	
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