

SOURCES SOUGHT

This is a combined Sources Sought Synopsis/Market Survey for informational purposes and to be used for preliminary planning purposes to gain knowledge of interest, capabilities, and qualifications from interested Services contractors who have the resources to perform the anticipated work requirements. No proposals are being requested or accepted with this synopsis. **THIS IS NOT A SOLICITATION FOR PROPOSALS AND NO CONTRACT WILL BE AWARDED FROM THIS SYNOPSIS.** No reimbursement will be made for any costs associated with providing information in response to this synopsis or any follow up information requests.

The U.S. Army Corps of Engineers, Afghanistan Engineer District-North, plans to solicit and award a service contract for General Services and Facility Maintenance at Qalaa House, Kabul, Afghanistan, and Custodial Services at all United States Army Corps of Engineers (USACE) –North offices. The anticipated dollar magnitude is between \$1,000,000 and \$5,000,000. Under Federal Acquisition Regulation (FAR) guidelines, the price contractor must have the capability to perform 20%-25% of the contract work with his/her own employees.

Duration of Contract: This award will be for a base year plus three (3) option years.

Contract awards will be based on the Lowest Price Technically Acceptable process.

The anticipated solicitation issuance date is on or about 25 March 2011 with an anticipated award date of 30 April 2011.

North American Industrial Classification System (NAICS) Code applicable to this acquisition is 811411.

Prior Government contract work is not required for submitting a response under this sources sought synopsis.

Offeror's name, address, points of contact, phone numbers, and e-mail addresses

Offeror's interest in bidding on the solicitation when it is issued

Offeror's capability to perform a contract of this magnitude and complexity. Provide an example of offeror's in-house capability to provide quality, trained and educated employees capable of performing the tasks and duties set forth in the duty descriptions enclosed with this synopsis/market survey, to include a brief description of the process in which you will recruit new employees to fill these positions, what places you will attempt to recruit new professionals, what other contracts you have had in the past that are similar to this solicitation.

Offeror's Joint Venture information if applicable-existing and potential.

Familiarity with DBA Insurance and processing of claims.

Interested offerors shall respond to the Sources Sought/Market Survey no later than 24 Mar 11. All interested contractors must be registered in CCR and have an AISA License to be eligible for award of Government contracts. E-mail your response to MAJ Andra Allison, Contract Specialist at andra.l.allison@usace.army.mil.

Descriptions and Specifications STATEMENT OF WORK

1.0 General: This contract is for general support services for the US Army Corps of Engineers (USACE), Afghanistan Engineer District (AED).

The Contractor shall perform the work as set forth below. The manner and method of performing the services outlined in this Statement of Work are the responsibility and within the discretion of the Contractor to the extent that he shall maintain the required services in accordance with the Terms and Conditions stated herein.

2.0 Personnel: As indicated in this paragraph, personnel shall be under the direct supervision and control of the Contractor. However, work performance shall be in accordance with the terms and conditions found in Exhibit A, as it pertains to Position Titles and Descriptions, with the understanding that in addition to the requirements or responsibilities found under each Position Title.

3.0 Qualifications: Qualifications of personnel working under this contract will conform to the Position Titles and Descriptions located in Exhibit A. Should the Contractor offer employment for personnel with lesser qualifications as identified by the Contracting Officer, acceptance of either personnel or services, will be based on written approval by the Contracting Officer. If personnel with lesser qualification are approved by the Contracting Officer, a revised rate will be negotiated.

4.0 Hiring of Personnel:

4.1 All personnel will be provided based on the conditions set forth in the terms and conditions of this contract.

4.2 The Contractor will be responsible for offering the first right of refusal to the existing Afghan workforce currently employed by the incumbent contractor at their current salary and benefits package, within twenty days after the Notice to Proceed. See Attachment A.

4.3 Physical Fitness of Personnel: The Contractor will hire personnel physically capable of performing the tasks required under this contract.

4.4 Termination of Personnel: The Contracting Officer would provide feedback and discuss with the Contractor to terminate any personnel provided under this contract.

4.5 Personnel shall work a minimum of 48 hours per week, which will be eight (8) hours per day, six (6) days per week. All personnel will be scheduled through shifts which will provide coverage for the DFAC from 4:00 am to 9:00 pm; and for Facilities Operations and Maintenance (FOM) from 8:00 am through

4:30 pm. In order to provide coverage for services to both DFAC and Facilities Ops Mgmt seven (7) days per week, shifts will be determined by each COR. **There will no longer be a “standard” work week**, and any hours required above the individuals 48 hour work week must be approved in advance.

4.6 Current employees have first right to maintain their employment.

4.7 There will be two weeks overlap of services and turn over from the existing contractor to the new awarded contractors.

5.0 Holidays: Recognized Afghan holidays are listed below. Other days may be declared Afghan holiday(s) by the Government of Afghanistan (GoA). If the GoA declares a national holiday other than a local holiday, employees will be compensated in accordance with paragraph 4.5.1.

- (1) New Year
- (2) Education Day
- (3) Victory of Mujahiddin
- (4) Birth of Prophet Muhammad (PBUH)
- (5) Independence Day
- (6) Masoud’s Death Day
- (7) First Day of Ramadan
- (8) Eid-ul-Ramadan
- (9) Eid-ul-Adha
- (10) Ashora

Example: *In the event the designated “local holiday” is an extension of the weekend, such as Thursday and Friday, the “holiday rate” for compensation will not be provided. In the event a person does not come to work on the day scheduled for work, eight (8) hours will be deducted from their monthly salary for each scheduled work day missed. In this case for the Maintenance Mechanic, earning \$650.00 per month, or \$3.125 per hour, this would amount to \$25.00, deducted each scheduled un-worked day, which is computed by multiplying the hourly rate of \$3.125 by the eight (8) scheduled un-worked hours for that day.*

All of the above holidays will be paid only if the employee is regularly scheduled to work on the holiday day. Employees will be paid the number of hours normally worked on the holiday day, up to a maximum of 8 (eight) hours per holiday.

6.0 Schedule of Hours and Paid and Un-Paid Breaks: Personnel shall be allowed up to 3 (three) - 10 minute breaks per day, a maximum of 30 minutes per day, for prayer sessions. However, each person will be expected to work a total of eight (8) hours per week. In the case of the FOM personnel, Maintenance Mechanics, Grounds Keepers, and Cleaner/Custodians, their eight (8) hour day will start at 8:00 am and end at 4:30 pm; in addition to the three (3) paid 10-minute prayer breaks, personnel are required to take a half-hour un-paid lunch break. Individuals violate this policy will be reported to the contractor and the contractor will be required to find a suitable replacement employee as requested by the KO.

7.0 Personnel are restricted from engaging in activities outside of their scope of work during their scheduled workday. Personnel will not engage in activities with AED personnel that involve financial transactions during their schedule duty hours. Personnel who fail to adhere to these guidelines may be subject to dismissal.

Personnel will maintain a professional manner at all times with all AED personnel while they are performing their scheduled work duties.

8.0 Other Benefits:

8.1 Emergency medical treatment during work/duty hours may be provided at the designated Forward Operating Bases (FOB) where the employees work.

8.2 Unused leave balances will not be paid.

9.0 DBA Insurance:

9.1 The Contractor shall pay DBA Insurance. The Contractor's payments for DBA insurance are reimbursable in accordance with paragraph 4.13.3 and any other applicable provisions of this contract.

9.2 Overhead and profit shall not be assessed on costs associated with the payment of DBA Insurance.

10.0 Language:

Personnel are required to have a working knowledge and ability of English commensurate with their assigned duties. Reference the attached position descriptions for specific requirements.

11.0 Security and Facility Access:

11.1 The Contractor will be responsible for obtaining all permits, licenses, rights of entry, and approvals from all local Governorate and National authorities as necessary for the performance of these services. Rights of entry include the ability to obtain the proper documentation to ensure that personnel can enter facilities controlled by Coalition Forces, the U.S. State Department, and the Government of Afghanistan.

11.2 The Contractor shall be responsible for coordinating security vetting, where available –including collecting the local national's biographical data on the appropriate forms required by the entity which performs the security vetting function and escorting the candidates to the vetting venue. The appropriate Government intelligence or other agency or its designee will be responsible for conducting the background investigations and screening to vet the employees.

11.3 USACE will provide sponsorship to facilitate badging at individual Forward Operating Bases when required by the installation regulations. Where installation regulations permit, the Government may authorize interim hiring of personnel contingent on the successful completion of security screening.

11.4 As part of the coordination responsibilities, the Contractor shall also be responsible for tracking and transmitting final proof of vetting provided by the Government investigatory agency, to the Contracting Officer for all new employees hired. New employees do not include personnel hired from the incumbent contractor upon commencement of this contract.

11.5 Security notification. Should an employee be arrested, for whatever reason or fail to pass any screening/vetting process, the Contractor shall immediately notify the Contracting Officer.

11.6 No personnel are allowed entry into personal residents without the escort of USACE civilian/military personnel.

12.0 Prompt Payment of Salaries:

Payroll delivery is the responsibility of the contractor. The Contractor must develop safe and efficient means of delivering and distributing payroll at each location for all its employees.

13.0 Human Resource Information Management Systems

13.1 The following reports should be provided to the Government, monthly, for the specified period being invoiced:

Manning document(s) by District office indicating, among other things, the following items:

- (1) Position Filled
- (2) Name of Employee
- (3) Employee Identification Nomenclature
- (4) Date Hired
- (5) Date Commenced Work
- (6) Terminated Employees

13.2 Contractor Standard Operating Procedures should address each of the following individually:

- (1) Screening and Vetting Procedures,
- (2) Hiring Procedures, and
- (3) Pay Roll Distribution Procedures.

14.0 Place of Performance: USACE has operating locations throughout Afghanistan that may or may not require the services described in this contract. The contractor's management staff is to be located in Afghanistan. The contractor's management staff shall monitor and track the following functions and their associated documentation: (1) time keeping, (2) monthly expense reporting.

15.0 Government Furnished Equipment:

15.1 At each location, the Government will provide to the Contractor the supplies and equipment deemed necessary for the performance of the services described herein (e.g. office and latrine cleaning supplies). Such equipment will not include weapons or body armor.

15.2 The Government will NOT be responsible for providing office space and equipment (e.g. computers, desks, printers, office/cleaning supplies) to the contractor's management staff. The contractor will be responsible for maintaining their management office facility and equipment. The contractor's management office will NOT be located on USACE property.

16.0 Life Support: The Contractor will be responsible for providing its own life support under the contract.

17.0 Invoicing/Payment for Services:

17.1 Invoicing will be on a monthly basis.

17.2 Invoices for services will include, in addition to any appropriate supporting documenting, timesheets and reimbursable expense sheets signed by the designated Government official at each location.

17.3 Payment will be made in US currency and by Electronic Funds Transfer (EFT) or any other means available to the Government.

17.4 Invoices will be submitted for DFAC and FOM to include Groundskeepers and Custodial staff separately.

18.0 Period of Performance:

This contract will be (1) one base year, and (3) option years.

19.0 Delivery of Services:

19.1 The Contractor will provide potential candidates to fill positions within 14 (fourteen) days of the request.

19.2 At no time may the Contractor or its personnel perform services not specifically described in this contract, unless a contract modification or change order for the new work has been duly executed by a warranted Contracting Officer.

20.0 Release of Information:

All rights in data and reports shall become the property of the US Government. All information gathered under this contract by the Contractor, along with all reports and recommendations, shall be treated as privileged information by the Contractor and shall not, without the prior written consent of the Contracting Officer, be made available to any person, party, or Government other than USACE, except as otherwise expressly provided in this contract and/or USACE operating procedures. The Contractor shall require each employee to sign a statement agreeing to the conditions specified herein.

ATTACHMENT A

EXHIBIT A - Position Titles and Descriptions

Section 1: Cleaner/Custodian

Section 1a: Area of Service

Section 1b: Maps (Not Allowed Due To Security Reasons)

Section 2: Facilities Operations Maintenance

Facility Engineer
Facilities Manager Supervisor
General Facility Maintenance Mechanic
Welder
Groundskeeper
Lead Facility Maintenance Mechanic
Groundskeeper
Electrician
Quality Assurance Representative

Section 1 Cleaner/Custodian

Description of Requirements

Provide cleaning/custodian personnel to clean buildings within the AED-North area of responsibility. Service Provider shall provide all labor, tools and cleaning supplies are Government furnished.

Position Title: Cleaner/Custodian

Working Hours: 8:00 am to 16:30 pm

Working Hours: See Section 1a for each area of service for normal business hours.

Statement of Duties:

Provide workers to perform Cleaner/Custodian. Cleaner/Custodian shall:

1. Remove trash from all offices and common areas to include kitchens, dayrooms, and conference rooms. Haul trash to collecting point.
2. Clean the bathrooms/toilets/showers/walls/sinks; clean all surfaces to include shower doors & walls, top of shower enclosures, top of HVAC units, top of toilet, mirrors & floors
3. Vacuum floors and carpets
4. Mop floors
5. Clean all windows and screens
6. Dust and clean office desks and chairs
7. Clean balconies
8. Clean all hallways, stairs and entryways.
9. Clean kitchen, Dayrooms, conference rooms.

10. Dust/wipe all counters, furniture and chairs, window sills and other surfaces.
11. Stock toilet paper, liquid soap, shampoo, paper towels.

Requirements/Qualifications:

1. Required to be literate.
2. Knowledge of the English language to understand verbal instructions.
3. Ability to work independently or as a member of a team, as needed and show initiative.

Section 1a Area of Service

Provide Cleaners/Custodians for the following areas:

Service Area	Working Hours	General Area description/Bldgs	Approx Area (SF)
Bagram (Escort service is required)		Bldg 13056 – W. Side Billets	1224
		Bldg 13957A – Transient Billets	640
		Bldg 23150 BAF Area Offices & Annex	2,334
		East Side Dayroom (LSA)	1,280
Jalalabad Resident Office	11:30 AM to 2:30 PM, Mon, Wed, Sat	Jalalabad Resident Office, Shower & Latrines;	2,000
Jalalabad Area Office (Escort service is required)	11:30 AM to 2:30 PM, Mon, Wed, Sat	Jalalabad Area Office, Shower & Latrines;	3,500
Gamberi	11:30 AM to 2:30 PM, Tue, Thu, Sun	Gamberi Resident Office; Laundry; Latrines & Showers	4,000
Kunduz	4 hours/day	Office Space;	2,500
		Billets (14 rooms w/ Latrines);	6,700
		Transient Billets;	600
		Day Room w/ Kitchen;	480
		Laundry Room;	200
Feyzabad	4 hours/day	Office Space;	2,000
		Billets (5 rooms w/ Latrines);	2,400

		Day Room;	480
		Transient Billets;	600
Salerno Area Office (Escort Service is required)	4 hours/day	Latrine	800
		Deck and grounds	
		Bldg 1606 - Admin	2,886
		Bldg 1607 & 1608 - (Foyers)	1,080
		Bldg 1607 – Day Room	288
Shank	4 hours/day	Resident Office	
Herat	4 hours/day		
Terain Kowt	4 hours/day		
Mez (Camp Spam)	4 hours/day		
Qalaa House		All Buildings	

Section 1b: Maps (Not Allowed Due To Security Reasons)

Section 2 Facilities Operations Maintenance

A. Position Title: Facilities Manager Supervisor

Working Hours: 0800-1630

Statement of Duties:

1. Oversee general construction, including but not limited to facility repair, material selection, and recommendations on proper use and application, using applicable hardware and equipment for structures; water treatment and distribution infrastructure and systems (i.e. plumbing, painting, air conditioning, component installation).
2. Provide quality assurance oversight and recommend corrective actions as required to ensure high quality performance.
3. Provide safety oversight and direct corrective actions as required ensuring worker safety during the performance of projects or project tasks.
4. Assist the appointed contracting officer's representative in interpreting contractual provisions regarding contractor and deliverables.
5. Serves as English Dari/Pashtu Language specialist on a wide range of issues.
6. Perform other duties as assigned.

Requirements/Qualifications:

1. Minimum of high school education
2. Skills and abilities required for the position.
3. Ability to supervise work on structure repairs, electrical, plumbing, carpentry, and HVAC.
4. The ability to transfer ideas between English and Dari so the meaning or intent is not lost.
5. Provide appropriate documentation to confirm education and experience
6. Ability to speak and read English and Dari/Pashtu.
7. Ability to use a variety of equipment (carpentry, electrical and plumbing hand and power tools, electrical technical equipment.
8. Ability to work as part of a multidisciplinary team.

B. Position Title: Lead Facility Maintenance Mechanic (Team Lead)

Working Hours: 0800-1630

Statement of Duties:

1. Oversee and direct a crew of general facility maintenance mechanics to perform various kinds of semi-skilled maintenance tasks as needed to maintain and improve Qalaa Compound.
2. Ensure safety of all persons working in the general facility maintenance mechanic position.
3. Responsible for training of maintenance mechanics in electrical, plumbing, and carpentry so they can work independently.

Requirements/Qualifications:

1. Able to perform independently at the skilled level as an electrician, plumber, and carpenter.
2. Ability to lead a team and show initiative.
3. Completion of elementary school.
4. Some technical schooling or one year skilled trades work experience.
5. Ability to speak Dari fluently and have basic speaking and understanding English ability is required.
6. Understand safety around electrical and pressurized systems.

C. Position Title: Electrician

Working Hours: 0800-1630

Statement of Duties:

1. Provides quality assurance oversight and recommends corrective actions as required to ensure high quality performance on electrical projects or project tasks.
2. Provides safety oversight, documentation of such oversight, and directs corrective actions as required to ensure worker safety during the performance of contractor executed electrical engineering projects or project tasks.
3. Provide translation services, oral and written for AED staff, as needed.
4. Performs other duties as assigned.

Requirements/Qualifications:

1. Minimum high school education
2. Two years experience related to the above description of duties
3. Provide appropriate documentation to confirm education and experience.
4. Ability to speak and read English and Dari/Pashtu
5. Understand and operate electrical technical equipment (i.e., phase rotation meter, amperage meter, volt meter).
6. Ability to work as part of a multidisciplinary team.

D. Position Title: Split Pack Servicer

Working Hours: 0800-1630

Statement of Duties:

1. Independently perform various kinds of unskilled and semi-skilled manual tasks.
2. Perform maintenance on split pack systems of multiple makes and models.
3. May be detailed to work in other areas having a need for laborer assistance.
4. Use hand and power tools and ladders.

Requirements/Qualifications:

1. Skills to independently function at the semi-skilled level
2. Completion of elementary school.
3. Some technical school or one year skilled trades work experience.
4. Basic understanding and speaking English is required.
5. Must be capable to perform arduous physical work.
6. Ability to work independently or as a member of a team, as needed, and show initiative.
7. Must understand the safety requirements for working around electrical and pressurized water systems.

E. Position Title: Carpenter

Working Hours: 0800-1630

Statement of Duties:

1. Independently perform various kinds of unskilled and semi-skilled manual tasks.
2. Perform mid level experience carpentry to include but not limited to; furniture building, minor to major repairs, additional duties as assigned.
3. May be detailed to work in other areas having a need for laborer assistance.
4. Use hand and power tools and ladders.

Requirements/Qualifications:

1. Skills to independently function at the semi-skilled level
2. Completion of elementary school.
3. Some technical school or one year skilled trades work experience.
4. Basic understanding and speaking English is required.
5. Must be capable to perform arduous physical work.
6. Ability to work independently or as a member of a team, as needed, and show initiative.

7. Must understand the safety requirements for working around powered and hand tools.

F. Position Title: Plumber

Working Hours: 0800-1630

Statement of Duties:

1. Independently perform various kinds of unskilled and semi-skilled manual tasks.
2. Perform basic and advanced plumbing work on toilets, sinks, showers, pipes, and well pumps.
3. May be detailed to work in other areas having a need for labourer assistance.
4. Use hand and power tools and ladders.

Requirements/Qualifications:

1. Skills to independently function at the semi-skilled level
2. Completion of elementary school.
3. Some technical school or one year skilled trades work experience.
4. Basic understanding and speaking English is required.
5. Must be capable to perform arduous physical work.
6. Ability to work independently or as a member of a team, as needed, and show initiative.
7. Must understand the safety requirements for working around electrical and pressurized water systems.

G. Position Title: Painter

Working Hours: 0800-1630

Statement of Duties:

1. Independently perform various kinds of unskilled and semi-skilled manual tasks.
2. Perform interior and exterior painting of the following not limited to walls, ceilings, doors, door jams, window frames, and furniture.
3. May be detailed to work in other areas having a need for laborer assistance.
4. Use hand and power tools and ladders.

Requirements/Qualifications:

1. Skills to independently function at the semi-skilled level
2. Completion of elementary school.
3. Some technical school or one year skilled trades work experience.
4. Basic understanding and speaking English is required.
5. Must be capable to perform arduous physical work.
6. Ability to work independently or as a member of a team, as needed, and show initiative.
7. Must understand the safety requirements for working around ladders and flammable materials.

H. Position Title: Labourer

Working Hours: 0800-1630

Statement of Duties:

1. Independently perform various kinds of unskilled and semi-skilled manual tasks.
2. May be detailed to work in other areas having a need for labourer assistance.
3. Use hand and power tools and ladders.

Requirements/Qualifications:

1. Skills to independently function at the semi-skilled level
2. Completion of elementary school.
3. Some technical school or one year skilled trades work experience.
4. Basic understanding and speaking English is required.
5. Must be capable to perform arduous physical work.

6. Ability to work independently or as a member of a team, as needed, and show initiative.
7. Must understand the safety requirements for working around electrical and pressurized water systems.

B. Position Title: Groundskeeper

Description: Provide routine grounds maintenance in and around Qalaa House property.

Working Hours: 0800-1630

Statement of Duties:

1. Remove the trash from the buildings and haul to trash collection point
2. Clean/wash all pathways, roads, and yards
3. Care for all the trees and bushes
4. Plant flowers; take care of other existing flowers and green areas on the compound
5. Remove all trash from around the compound and haul to the trash collection point
6. Water and maintain all vegetation in the compound
7. Must also be able to do all of the duties included in the Labourer's position description.

Requirements/Qualifications:

1. Required to be literate in native language as well as English
2. Knowledge of English to understand verbal instructions as required.
3. Ability to work independently and show initiative.