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Section 2 - Commodity or Services Schedule

SCHEDULE OF SUPPLIES/SERVICES

CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	One (1) unarmed Escort Security Professional Location: <insert location> 4:30 pm - 7:00 pm EST Monday - Friday, excluding Federal holidays Firm Fixed Price PSC: S206 Line Period of Performance: 10/01/2021 - 09/30/2022 Base Period	52	WK	\$ _____	\$ _____
0002	One (1) unarmed Escort Security Professional Location: <insert location> 4:30 pm - 7:00 pm EST Monday - Friday, excluding Federal holidays Firm Fixed Price PSC: S206 Line Period of Performance: 10/01/2021 - 09/30/2022 Base Period	52	WK	\$ _____	\$ _____
1001	One (1) unarmed Escort Security Professional Location: <insert location> 4:30 pm - 7:00 pm EST Monday - Friday, excluding Federal holidays Firm Fixed Price PSC: S206 Line Period of Performance: 10/01/2022 - 09/30/2023 Option Period One	52	WK	\$ _____	\$ _____
1002	One (1) unarmed Escort Security Professional Location: <insert location> 4:30 pm - 7:00 pm EST Monday - Friday, excluding Federal holidays Firm Fixed Price PSC: S206 Line Period of Performance: 10/01/2022 - 09/30/2023 Option Period One	52	WK	\$ _____	\$ _____
2001	One (1) unarmed Escort Security Professional Location: <insert location> 4:30 pm - 7:00 pm EST Monday - Friday, excluding Federal holidays Firm Fixed Price PSC: S206 Line Period of Performance: 10/01/2023 - 09/30/2024	52	WK	\$ _____	\$ _____

Option Period Two					
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002	One (1) unarmed Escort Security Professional Location: <insert location> 4:30 pm - 7:00 pm EST Monday - Friday, excluding Federal holidays Firm Fixed Price PSC: S206 Line Period of Performance: 10/01/2023 - 09/30/2024 Option Period Two	52	WK	\$ _____	\$ _____
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001	One (1) unarmed Escort Security Professional Location: <insert location> 4:30 pm - 7:00 pm EST Monday - Friday, excluding Federal holidays Firm Fixed Price PSC: S206 Line Period of Performance: 10/01/2024 - 09/30/2025 Option Period Three	52	WK	\$ _____	\$ _____
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002	One (1) unarmed Escort Security Professional Location: <insert location> 4:30 pm - 7:00 pm EST Monday - Friday, excluding Federal holidays Firm Fixed Price PSC: S206 Line Period of Performance: 10/01/2024 - 09/30/2025 Option Period Three	52	WK	\$ _____	\$ _____
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001	One (1) unarmed Escort Security Professional Location: <insert location> 4:30 pm - 7:00 pm EST Monday - Friday, excluding Federal holidays Firm Fixed Price PSC: S206 Line Period of Performance: 10/01/2025 - 09/30/2026 Option Period Four	52	WK	\$ _____	\$ _____
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002	One (1) unarmed Escort Security Professional Location: <insert location> 4:30 pm - 7:00 pm EST Monday - Friday, excluding Federal holidays Firm Fixed Price PSC: S206 Line Period of Performance: 10/01/2025 - 09/30/2026 Option Period Four	52	WK	\$ _____	\$ _____

Description of Services

<Insert Agency and Location(s)> each require one (1) unarmed escort to provide escort services by foot to Federal employees between <enter location(s)> to nearby parking lots and/or central bus and train terminals.

The escort shall walk the Federal employees to the employee's vehicle at parking lots and terminals.

When Federal employees require an escort to the central bus and train terminal, the escort shall walk the employees to the station.

The Contractor shall provide all labor (including supervision), transportation, material, training, licenses, equipment, and supplies; and shall plan, schedule, coordinate and assure effective performance of escort security services for <insert agency> employees.

The Government highly encourages prospective Offerors to tour the area where escort services will be performed.

Contract Type

This contract will be Firm Fixed-Price. The contract shall consist of one (1) one-year Base Period with four (4) one-year Option Periods, for a total contract term not-to-exceed five (5) years, unless otherwise extended under the authorities at FAR Clause 52.217-8 Option to Extend Services, FAR Clause 52.217-9 Option to Extend the Term of the Contract, or as otherwise permitted in this contract.

Base Year	10/01/2021 - 09/30/2022
Option Year 1	10/01/2022 - 09/30/2023
Option Year 2	10/01/2023 - 09/30/2024
Option Year 3	10/01/2024 - 09/30/2025
Option Year 4	10/01/2025 - 09/30/2026

Pricing

All unit prices are fixed unit prices that include ALL costs (including, but not limited to: labor (including supervision), material, equipment, facilities, fringe benefits, overhead, delivery fees, G&A, and profit) necessary to provide the escort services required in the solicitation.

The Service Contract Labor Standards Act and associated Wage Determinations (WD) are applicable to this contract. Offerors should use the appropriate WD incorporated in their Schedule contract -

- * WD <insert WD number>
- * WD <insert WD number>

When providing pricing for this solicitation, do not include asterisks with exceptions or comments - only state the price for the Contract Line Item Number (CLIN) based on the description of work provided. Any additions to the pricing page other than the CLIN price in the space provided will not be considered. If a CLIN is no charge, state N/C (instead of stating zero) in Unit Price Column. NA's are not acceptable. Offerors MUST quote for all four of the renewal options, in addition to the initial period, in order to be considered for award.

<Insert agency> herein requests price discounts over a vendor's GSA Price List rates IAW FAR 8.405-4.

In the event the contract is extended through FAR clause 52.217-8 Option to Extend Services, the price proposed for the final ordering period will apply.

Please quote based on the escort services described in Section 2 - Commodity or Services Schedule.

Statement of Work

Scope

The Contractor shall provide uniformed, unarmed escorts to be on duty at the times specified in the contract. In the event of illness or unavailability of any escort, the Contractor shall provide a fully qualified substitute.

Places of Performance

<Enter location(s) and address(es)>

Removal from Duty

The <enter agency> POC/COR may require the Contractor to immediately remove any of its personnel from the worksite(s) should it be determined that the individual(s) being assigned to duty have been disqualified for either suitability or security reasons, or are found to be unfit for performing security duties during their tour(s) of duty. The Contractor must comply with any such directives. For clarification, a determination of unfitness for duty may be made from, but not be limited to, incidents involving the types of misconduct or delinquency as set forth below:

- * Violations of 41 CFR Subpart C - Conduct on Federal Property
- * Neglect of duty, including but not limited to sleeping while on duty, unreasonable delays, or failure to carry out assigned tasks, conducting personal affairs during official time, and refusing to render assistance or cooperate in upholding the integrity of the security program at the worksite.
- * Falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records, or concealment of material facts by willful omissions from official documents or records.,
- * Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions, or fighting. Also participating in disruptive activities, which interfere with the normal and efficient operations of the Government.
- * Improper use of official authority or credentials
- * Unauthorized use of communications equipment or Government property

Qualifications of Escorts

All escorts performing under this contract at a minimum:

- * Shall be able to read, write, and speak the English language and perform their assigned duties. Shall be trained in security procedures, and emergency procedures for protection of government employees while under the contractor's escort.
- * Shall have, as a minimum, a high school diploma or equivalent.

Payment/Invoice Requirements

Payment for actual work and services rendered under this contract will be made in accordance with the Prompt Payment Act. Invoices can be submitted immediately upon the Government having received the transcript/deliverable. To constitute a proper invoice, the invoice must be submitted in accordance with FAR 52.212-4.

Invoices shall be submitted to: <enter email address or other information>

Working Hours & Observance of Government Non-Workdays

Contractor personnel shall work Monday through Friday between the hours of 4:30 PM – 7:00 PM local time, except Federal Holidays. The Contractor shall not perform work at Government facilities on Federal holidays or other non-workdays. The Government observes the following Federal holidays as non-workdays:

New Year's Day;
Martin Luther King's Birthday;
Presidents' Day;
Memorial Day;
Juneteenth National Independence Day;
Independence Day;
Labor Day;
Columbus Day;
Veterans Day;
Thanksgiving Day;
Christmas Day;
and any other Federal holidays declared by Executive Order.

Government Personnel

1. Contracting Officer
<Enter name, address and contact information>
2. <Enter agency> POCs
<Enter name, address and contact information>

Section 3 - Contract Clauses

A.1 ADDENDUM TO FAR 52.212-4, Contract Terms and Conditions-Commercial Items (Oct 2018)

The terms and conditions for the following clauses are hereby incorporated into this solicitation and resulting contract as an addendum to FAR clause 52.212-4.

Clauses By Reference <Clauses may be added/removed as appropriate to your requirement>

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)		
This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): www.acquisition.gov		
Clause	Title	Fill-ins (if applicable)
52.242-15	Stop-Work Order (Aug 1989)	
52.217-8	Option to Extend Services (Nov 1999)	Period of Time: "30 days."
52.217-9	Option to Extend the Term of the Contract (Mar 2000)	(a) Period of Time: "30 days" (a) Days: "30 " (c): "66 months."
52.212-4	Contract Terms and Conditions-Commercial Items (Oct 2018)	

Clauses By Full Text

<Insert applicable clauses>

Section 4 - List of Attachments

<Enter listing of related attachments>

Section 5 - Solicitation Provisions

Provisions By Reference <Provisions may be added/removed as appropriate to your requirement>

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

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer.

In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es): www.acquisition.gov

Provision	Title	Fill-ins (if applicable)
52.212-2	Evaluation-Commercial Items (Oct 2014)	(a) Eval Factor 1: "Technical" (a) Eval Factor 2: "Price" (a) Eval Factor 3: "Past Experience"

Provisions By Full Text

<Insert applicable provisions>

Instructions to Offerors

Questions

Questions concerning this solicitation must be submitted in writing by email to the CO at *<enter email> no later than <enter time and date>*.

Quote Due Date

Quotes are due in electronic format in GSA eBuy *no later than <enter time and date>*.

Quote Submission Criteria

Quotes shall be submitted with the following information:

1. Company Name, Address, and Phone Number
2. POC Name and email address
3. DUNS Number
4. TIN Number
5. GSA Contract Number

Evaluation Procedures

The Government will award a firm-fixed price (FFP) contract to the responsible Offeror whose offer conforms to the requirements as stated in this request for quotation (RFQ).

The award will be made using the Lowest Price Technically Acceptable (LPTA) method based on three (3) evaluation factors – technical, price, and past experience. The Government intends to evaluate quotes and make awards without questions to Offerors. Therefore, the Offeror's initial quote should contain the Offeror's best terms from a technical and price standpoint. Unclear quotes may not result in questions for clarifications. Offers with an omission or unclear quote may be judged to mean the Contractor does not fully understand the requirements or understand what it takes to meet the requirements, regardless of the proposed cost/price, and will be rated unacceptable. In that case, the Offeror may be found unacceptable, and ineligible for award.

The Government reserves the right to ask questions of Offerors if the Contracting Officer determines them to be necessary.

1. Technical

To be technically acceptable, the Offeror must provide information as specified in the Instructions to Offerors and Statement of Work. Each submittal will be evaluated to ensure requirements are met. The Offeror will be evaluated on their ability to demonstrate technical sufficiency in their proposed technical and management approach to perform and support the requirements of this solicitation. This section of the Contractor's quote shall address information regarding how the proposed tasks identified in the Statement of Work will be performed, the various resources that will be used to facilitate performance, and an identification of potential difficulties in conducting the work and practical suggestions for overcoming these difficulties.

2. Price

A price evaluation as required by FAR 8.405-2(d) shall be conducted as part of the award determination. The government will consider the level of effort and mix of labor proposed to perform tasks and will determine if the total price is reasonable. Total Evaluated Price (i.e., total price of all CLINs for Base + All Option Years) will be used when determining the Lowest Priced Offer.

3. Past Experience

The Offeror shall submit up to three (3) past experience references demonstrating the ability to perform the duties and tasks of similar work and scope. Evaluation will be based on the relevancy of recent efforts accomplished by the Offeror.

The government may utilize other sources to evaluate past experience in addition to the references provided by the Offeror. The government will evaluate the breadth and depth of the Offeror's past experience and the degree to which the Offeror's past experience was positive taking into consideration the Offeror's technical effectiveness, timeliness of performance, and management effectiveness.