UNIFIED FACILITIES GUIDE SPECIFICATIONS

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USACE / NAVFAC / AFCEC / NASA	**UFGS-00 22 13.00 20 (February 2014)** **Change 3 - 11/18**
Preparing Activity: NAVFAC	**Superseding** **UFGS-00 22 13 (May 2011)**

UNIFIED FACILITIES GUIDE SPECIFICATIONS

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DOCUMENT 00 22 13.00 20

SUPPLEMENTARY INSTRUCTIONS TO OFFERORS
02/14, CHG 3: 11/18

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NOTE: This guide specification consists of requirements for bidding instructions for use on all projects, and for items such as unit prices, additive items, and option items. Do not edit the paragraphs except to fill in the blanks where specific project information is required. Do not process this section with the final specifications package, but provide separately with the Project Information Form (PIF), to the Government Project Manager, for inclusion in the Acquisition part of the Contract.

Adhere to UFC 1-300-02 Unified Facilities Guide Specifications (UFGS) Format Standard when editing this guide specification or preparing new project specification sections. Edit this guide specification for project specific requirements by adding, deleting, or revising text. For bracketed items, choose applicable item(s) or insert appropriate information.

Remove information and requirements not required in respective project, whether or not brackets are present.

Comments, suggestions and recommended changes for this guide specification are welcome and should be submitted as a Criteria Change Request (CCR).
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****
NOTE: This section contains tailoring for Design-Bid-Build, Design-Build, NAVFAC EURAFCENT, AZORES, OPTIONS, and ADDITIVES.
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PART 1 GENERAL

1.1 CONTRACT LINE ITEMS

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NOTE: The Base Bid is Contract Line Item 0001. If contract combines projects (i.e. multiple 1391s), edit section to add a new CLIN for each project (i.e. CLIN 0002 for second project).

Compose requirements for work, to be done under any option or additive item, such that the work in the options and additives is clearly specified not to be included under the base bid. Work under any option or additive item must not depend upon another option or additive item for its function and utility. Clearly specify interfaces between any option or additive item, and the base bid, in the bid notes.
****

The terms Offeror and Bidder and versions thereof (offer/bid) have the same definition as used within this contract.

Provide the Contract Line Item (CLIN) lump sum price for the following items:

CLIN 0001 - BASE PRICE. Price includes the following:

****
NOTE: If multiple facilities are included in a single project (i.e. a single 1391), break out costs by providing Sub-Contract Line Item Numbers (CLIN) for each facility. For example, use CLIN 0001AA for Facility 1, CLIN 0001AB for Facility 2, and CLIN 0001AC for Facility 3.

CLINs for facilities and site work associated with facilities are both part of the Base Bid, but broken out as separate line items for bidding purposes.
****

****
NOTE: Edit bracketed items in paragraph below for Sub-CLINs and CLINs in the contract after editing the whole section.
****

CLIN 0001AA. Price for the entire work [for Facility [_____],]complete to the 1.5 meter 5 foot line outside of the building, in accordance with the drawings and specifications, but excluding work described in Contract Line Item (CLIN)[[0001AB,] [0001AC,] [0001AD,] [0001AE,][0001AF,] [0002,] [0003,] [0004,] [0005,] [_____]and [_____]].

****
NOTE: Under Description column, insert description of facility; add P number if MILCON project.

Leave Price column blank.
****

CLIN	DESCRIPTION	TOTAL PRICE FOR CLIN 0001AA
0001AA	[_____]	$_____

[CLIN 0001AB. Price for the entire work [for Facility [_____],]complete to the 1.5 meter 5 foot line outside of the building, in accordance with the drawings and specifications, but excluding work described in CLIN 0001AA, [[0001AC,] [0001AD,] [0001AE,][0001AF,] [0002,] [0003,] [0004,] [0005,] [_____]and [_____]].

CLIN	DESCRIPTION	TOTAL PRICE FOR CLIN 0001AB
0001AB	[_____]	$_____

]

****

NOTE: Use the following CLIN for the site work for the entire project. Do not break out site work for each facility unless projects are funded from different sources, or multiple projects are combined into one contract, such that project costs must be separated.

****

CLIN 0001AC. Price for the entire project Site Work, outside the [facility's] [facilities'] 1.5 meter 5 foot line, complete in accordance with the drawings and specifications but excluding work described in CLIN 0001AA, [[0001AB,] [0001AD,] [0001AE,][0001AF,] [0002,] [0003,] [0004,] [0005,] [_____]and [_____]].

CLIN	DESCRIPTION	TOTAL PRICE FOR 0001AC
0001AC	[_____]	$_____

****

NOTE: Use the following line item for Design-Build projects only. CLIN is for the cost of design for the entire project. Item is tailored for Design-Build.

****

[CLIN 0001AD. Price for entire Design of the Project, complete.

CLIN	DESCRIPTION	TOTAL PRICE FOR CLIN 0001AD
0001AD	[_____]	$_____

****
NOTE: Use the following CLINs for Unit Priced Items. Edit description of Item, Units, and No. of Units appropriately. Do not include prices.
****

][CLIN 0001AE. Price for foundation piling complete in accordance with drawings and specifications and in accordance with the following schedule:

CLIN	ITEM	UNIT	UNIT PRICE	NO. UNITS	TOTAL PRICE FOR CLIN 0001AE (UNIT PRICE X NO. UNITS)
0001AE	Piling	Linear feet	$_____	[_____]	$_____

][CLIN 0001AF. Price for pile load test, complete in accordance with the drawings and specifications and in accordance with the following schedule:

CLIN	ITEM	UNIT	UNIT PRICE	NO. UNITS	TOTAL PRICE FOR CLIN 0001AF (UNIT PRICE X NO. UNITS)
0001AF	Pile Load Test	Each	$_____	[_____]	$_____

] **********
NOTE: Add CLINS in format above for Unit Priced Items as needed for the project. Below are other examples of Unit Priced Items in Metric English units of measure:

CLIN	**ITEM**	**UNIT**	**UNIT PRICE**	**NO. UNITS**	**TOTAL PRICE FOR CLIN**
0001AB	**Mass rock excavation and disposal**	**CM CY**	**$_____**	**[_____]**	**$_____**

CLIN	ITEM	UNIT	UNIT PRICE	NO. UNITS	TOTAL PRICE FOR CLIN
0001AC	Trench rock excavation and disposal	CM CY	$_____	[_____]	$_____
0001AD	Removal and disposal of asbestos containging pip insulation (by pipe diameter ranges [_____])	LM LF	$_____	[_____]	$_____
0001AE	Removal and disposal of asbestos containing floor tile	SM SF	$_____	[_____]	$_____
0001AF	Removal and disposal of asbesots containing siding	SM SF	$_____	[_____]	$_____
0001AG	Removal and disposal of oily water and sludge inside tanks [_____]	L Gal	$_____	[_____]	$_____
0001AI	Removal and disposal of contaminate stockpiled soils	CM CY	$_____	[_____]	$_____

CLIN	ITEM	UNIT	UNIT PRICE	NO. UNITS	TOTAL PRICE FOR CLIN
0001AJ	Provision and compaction of fill in place of removed contaminate soil	CM CY	$_____	[_____]	$_____

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[
****

NOTE: Include the following line items for projects in the Azores. Unit prices are based on a pre-negotiated contract and should not be adjusted. The following items are tailored for the Azores.

****

ITEM 0001AG. Price for Government furnished shipping from the United States to the Azores and from the Azores to the United States complete in accordance with specifications and the following schedule:

CLIN	ITEM	UNIT	UNIT PRICE	NO. UNITS	TOTAL PRICE FOR CLIN 0001AG
0001AG	Government Shipping	Container	$5600.00	_____	$_____

CLIN 0001AH. Price for Government packaging of Contractor material in shipping containers for shipment from the United States to the Azores complete in accordance with specifications and the following schedule:

CLIN	ITEM	UNIT	UNIT PRICE	NO. UNITS	TOTAL PRICE FOR CLIN 0001AH
0001AH	Containerizing by FISC	Measurement Ton (MTON)	$48.00	_____	$_____

][CLIN 0002 Option Item No. 1 - Price includes the following:

****

NOTE: Use this paragraph when an option item is required. Describe the work required for the option item in the brackets. Order of option items is not critical. Provide additional paragraphs if more option items are required.

Do not use Additives and Options in the same project.

Do not indicate option items on drawings except when

work under an additive or option item cannot be adequately and clearly described in the specification, and then only with the approval of the Government Project Manager and Contracting Officer.

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NOTE: Use of option items must be approved by the Supervisory Contracting Officer of the advertising office.

****

Price for providing all work in connection with [_____], complete in accordance with the drawings and specifications.

CLIN	DESCRIPTION	TOTAL PRICE FOR CLIN 0002
0002	[_____]	$_____

][CLIN 0003 Option Item No. 2 - Price includes the following:

****

NOTE: The following option is an example of an Option item for Electronic Security System (ESS) when required in the project. Edit for each project. Use this paragraph when one option item is required. Add additional paragraphs if more than one option item is required. An example would be when one fund source pays for the equipment required to meet the policy based requirements, and the Supported Command provides funding for the additional equipment. (i.e. CCTV system for perimeter surveillance).

****

****

NOTE: The paragraph below is tailored for Design-Bid-Build (DBB) and Design-Build (DB). Choose the first bracketed option for DBB or the second bracketed option for DB.

****

Price for provision, design, installation, testing, and associated training for the Electronic Security System (ESS) equipment necessary for this facility. The ESS includes, but is not limited to, Intrusion Detection System (IDS), Access Control System (ACS), and Closed Circuit Television (CCTV) complete in accordance with the [drawings and specifications][RFP]. Equipment includes items such as Premise Control Units (PCU), central processing units, field panels, sensors, card readers, keypads, cameras, switches, video recorders, workstations, and the communication cabling connecting these devices together.

Include the price for supporting, permanent infrastructure under CLIN 0001 - BASE PRICE. Interior supporting infrastructure includes items

such as conduit, junction boxes, electronic door strikes, door hardware, mounting hardware, and power connections. Exterior supporting infrastructure includes items such as exterior ductbanks, manholes, utility poles, utility connections, and power connections.

CLIN	DESCRIPTION	TOTAL PRICE FOR CLIN 0003
0003	Electronic Security System (ESS) equipment	$_____

][CLIN 0002 Additive Item No. 1 - Price includes the following:

****

NOTE: Do not use Additives unless allowed by the Contracting Officer; only sealed bidding allows additives to be used. Use this paragraph if allowed to use additives. Describe the work required for the additive in brackets. List additive items in order of priority, and prepare in such a manner, that any item may be skipped if it causes the total to exceed the funds available.

Do not use Additive and Option items in the same project.

Do not indicate additive items on drawings except when work under an additive or option item cannot be adequately and clearly described in the specification, and then only with the approval of the Government Project Manager and Contracting Officer.

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In accordance with Naval Facilities Acquisition Supplement (NFAS), up to four additive items may be used. NFAS can be downloaded by NAVFAC employees at the following link:
https://portal.navfac.navy.mil/portal/page/portal/navfac/navfac_forbusinesse
Use of more than four additive items requires Contracting Officer approval.

****

Price for adding work in connection with [_____] complete in accordance with drawings and specifications.

CLIN	DESCRIPTION	TOTAL PRICE FOR CLIN 0002
0002	[_____]	$_____

][CLIN 0003 Additive Item No. 2 - Price includes the following:

****

NOTE: Use this paragraph when more than one additive bid item is used. Add additional paragraphs if more additive items are required.
****

Price for adding work in connection with [_____] complete in accordance with drawings and specifications.

CLIN	DESCRIPTION	TOTAL PRICE FOR CLIN 0003
0003	[_____]	$_____

][CLIN 0004 Planned Modification Item 1 - Price includes the following:

****
NOTE: Use and edit this item for providing the FF&E. Insert amount of Government FF&E Estimate in the brackets and leave the HAR and TOTAL FF&E AMOUNT blank. Refer to paragraph PLANNED MODIFICATION BID NOTES.
****

Price to procure and supervise installation of the Furniture, Fixtures, and Equipment (FF&E) complete in accordance with the plans and specifications and in accordance with the following schedule:

CLIN	ITEM	GOVERNMENT FF&E ESTIMATE	HAR (NTE 5%)	HAR AMOUNT (GOVT FF&E ESTIMATE x HAR%)	TOTAL FF&E ESTIMATED AMOUNT FOR CLIN 0004 (GOVT FF&E ESTIMATE + HAR AMOUNT)
0004	FF&E	[$_____]	_____%	$_____	$_____

][CLIN 0005 Planned Modification Item 2 - Price includes the following:

****
NOTE: Use and edit this item for providing Audio/Visual (A/V) Services if in the project. Insert amount of Government A/V Estimate in the brackets and leave the HAR and TOTAL FF&E AMOUNT blank. Refer to paragraph PLANNED MODIFICATION BID NOTES.
****

Price for providing work in connection with all labor, material, equipment, transportation and supervision required for the Audio/Visual (A/V) complete in accordance with the plans and specifications and the following schedule:

CLIN	ITEM	GOVERNMENT A/V ESTIMATE	A/V (HAR NTE 5%)	HAR AMOUNT (GOVT A/V ESTIMATE x HAR%)	TOTAL A/V ESTIMATED AMOUNT FOR CLIN 0005 (GOVT A/V ESTIMATE + HAR AMOUNT)
0005	Audio/Visual (A/V)	[$_____]	_____%	$_____	$_____

]1.2 GENERAL BID NOTES

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NOTE: Use the following paragraph for projects with extensions under CLIN 0001.

Include and edit the first bracketed items for projects with sub-CLINs for multiple facilities. Edit extensions for any unit-priced line items.

****

a. Award will be made on the total sum of Contract Line Item[s] 0001AA[, 0001AB,][and] [0001AC,] [and] [0001AD,] and the sum of the extensions under Contract Line Item[s] 0001[AE], [and] 0001[AF]. For CLIN[s] 0001AE, [and] [0001AF]enter unit prices and extended totals in spaces provided. If there is a difference between a unit price and the extended total, the unit price will be held to be the intended bid and the total recomputed accordingly. If an Offeror provides a total but fails to enter a unit price, the total divided by the specified quantity will be held to be the intended unit price.

****

NOTE: Use the following notes if option items are used. Edit CLIN of the Option items in the project.

Insert the number of days that Option price will be held. Limit hold terms of options to only what is necessary, and no more than terms allowed in NFAS 17.202-100, "Use of options in construction contracts." Edit If the number of calendar days is different for hold price of each bid item, edit to indicate so.

Choose bracketed sentence for construction time to remain the same if options are awarded, and insert original construction time; or choose bracketed sentence to extend construction time, and complete time to extend.

****

[b. The Government reserves the unilateral right to award CLIN 0002 [and CLIN [0003] [_____]] to the Contractor at the proposed price within [_____] calendar days after the contract award. A firm fixed proposed price is required for CLIN 0001[, CLIN 0002][and CLIN 0003]. No provision is made for economic price adjustment. [If Options are exercised, the contract completion date remains [_____] calendar daysafter award of the contract.] [Award of CLIN [_____] extends the contract completion date by [_____] calendar days upon award of the

CLIN.]

] c. Evaluation of Options (JUL 1990). Except when it is determined in accordance with FAR 17.206(b) Evaluation not to be in the Government's best interest, the Government will evaluate offers for award purposes by adding the price for the Option(s) to the total price for CLIN 0001. In accordance with FAR 52.217-5 Evaluation of Options, evaluation of options will not obligate the Government to exercise the Option(s).

d. The Government may reject an offer as nonresponsive if it is materially unbalanced as to prices for the basic requirement and the [option] [additive] quantities. An offer is unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated for other work.

****

NOTE: Insert Option or Additive CLIN numbers in the first set of brackets. Edit the last sentence and Item numbers if FF&E or A/V are part of the project.

****

e. If CLIN [0002] [and] [0003] [_____] are exercised, additional bonding and consent of surety is required. Consequently, the Performance Bond must reflect 100 percent of the aggregate amount of all Items.

****

NOTE: Use the following items for projects in the Azores only.

****

[g. Offerors must submit their bid in Euros with the exception of line items associated with Government shipping and packaging which are to remain in U.S. Dollars. Contract award and payment will be made in Euros.

h. For evaluation of bid, prices will be converted to U.S. Dollars using the following factor: 0.8785 Euros = 1 U.S. Dollar.

i. Include all costs for shipping and packaging in the base bid amount with the exclusion of any shipping and packaging done by the Government.

j. If the Contractor chooses to utilize Government furnished shipping or packaging, enter the information required in the above line items. These line item prices will be paid for by the Government and will be utilized in the evaluation of the low Offeror. If the Contractor chooses not to utilize Government furnished shipping and/or packaging, the Contractor must enter "Not Applicable" in the above applicable bid line items.

k. 1 Measurement Ton (MTON) = 40 cubic feet

l. History has shown that the average billable volume for a 40 ft. container is 59.0 MTON. There is a weight restriction of 50,000 lbs. per container, which includes tare weight of the container.

m. Bids will be accepted only from United States of America Contractors and Portuguese Contractors. In accordance with the 1984

Technical Agreement in implementation of the Defense Agreement of September 6, 1951 between the Government of Portugal and the Government of the United States, the Contractor must fulfill his manpower requirements using Portuguese nationals to the maximum extent feasible. Manpower requirements include Contractor and subcontractors.

n. Portuguese Contractor: For purposes of this contract, a Portuguese Contractor must be a firm (contracting entity or corporation) incorporated in Portugal and must comply with the following:

(1) The principal place of business and corporate headquarters must be in Portugal.

(2) The firm must have paid applicable taxes in Portugal for a minimum of 2 years.

(3) The highest ranking officer of the firm must be a Portuguese citizen, and, in addition, the firm must employ Portuguese citizens or residents in other key management positions, including individuals in charge of work under the contract.

(4) More than 60 percent of ownership interest in the firm must be by Portuguese citizens or by Portuguese firms in which more than 60 percent of ownership interest is by Portuguese citizens.

(5) Under Article 17 of Portuguese Decree Law 40623 of May 30, 1956, a Contractor already doing business in Portugal continuously for more than 5 years before the 1956 law was enacted can be considered a Portuguese company without any restriction.

o. U.S. Contractor: To qualify as a U.S. Contractor, the firm (or if a joint venture, members of the joint venture) must be incorporated in the United States, and must comply with the following:

(1) The principal place of business and corporate headquarters must be in the United States.

(2) The firm must have paid corporate franchise and employment taxes in the United States for a minimum of 2 years. The firm must have filed state and federal income tax declarations for a minimum of 2 corporate years and paid any applicable taxes determined to be due as a result of such filing.

(3) The firm must employ U.S. citizens in key management positions.

p. Joint Ventures: Joint ventures will be permitted provided that members of the joint venture meet the specified requirements for either a U.S. Contractor or a Portuguese Contractor.

]

1.3 PLANNED MODIFICATION BID NOTES

These notes apply to Planned Modification CLINs.

a. The estimated amount for FF&E [and A/V] has been supplied by the Government, to provide offerors with the projected magnitude of effort. The estimated amount includes the actual cost of the FF&E [and A/V]including freight and installation charges. The Government FF&E [and A/V] Estimate is only an estimated amount.

****

NOTE: For Design-Bid-Build, choose Section 01 30 01.00 20 DESIGN PROCUREMENT AND INSTALLATION OF FURNITURE, FIXTURES, AND EQUIPMENT. This section is currently under development. Contact NAVFAC LANT or NAVFAC SE Interior Designer for latest draft. Edit paragraph for section and number used. Include Audio/Video equipment in Section 01 30 01.00 20 as appropriate.

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NOTE: For Design-Build, choose the second bracketed option for E20, and E10, as appropriate.

The paragraph below contains tailoring for Design-Bid-Build and Design-Build.

****

b. If awarded, line items will be funded separately after completion of FF&E [and A/V] design package review by the Government, and receipt of appropriate funding by the Government. Requirements and details are provided in [Section 01 30 01.00 20 DESIGN PROCUREMENT AND INSTALLATION OF FURNITURE, FIXTURES, AND EQUIPMENT][E20, FURNISHINGS [and E10, EQUIPMENT]of the RFP].

****

NOTE: Edit and insert CLIN numbers of FF&E and A/V equipment in the brackets provided.

****

c. Bonding is not required for the design, procurement and installation of FF&E [and A/V equipment].

****

NOTE: HAR is limited to 5 percent for NAVFAC in accordance with NAVFAC Furniture, Fixtures & Equipment (FF&E) Contracting Guide for Design-Build Construction Projects, which is also valid for Design-Bid-Build Projects by Amendment, and available for download by NAVFAC employees at https://portal.navfac.navy.mil/portal/page/portal/aq/aq_hi/pre_award/constru

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d. Offerors may propose a Handling and Administration Rate (HAR) for the FF&E [and A/V] not to exceed 5 percent. This fee will account for all administrative costs, overhead, bonding fees, administration of subcontracts, profit, and any other costs associated with and related to the coordination and processing of the procurement and installation of FF&E [and A/V]. The proposed HAR percentage will be incorporated into the contract award and will not be adjusted regardless of fluctuations from the estimate amount for the FF&E [and A/V]. The proposed HAR is a fixed rate.

e. The Government is not obligated to award the Planned Modification line item(s). Should the Government choose to award the Planned Modification, the line item will be awarded as a negotiated modification to the contract/task order. The Contractor's proposed HAR will be applied to all vendor/supplier costs for the FF&E[and

A/V].

f. If awarded, the FF&E [and A/V]modification will be awarded at least six months prior to the contract completion date. A minimum of six months is required for the Contractor to purchase, deliver and install the FF&E [and A/V] without impacting the overall completion date of the project. The Contractor's schedule must assume the award of the FF&E [and A/V] as a modification. No schedule extensions will be granted if the modification is awarded at least six months prior to the contract completion date. If the Government decides to negotiate and award the furniture modification with less than six months prior to the contact completion date, the Contractor may be entitled to a contract extension and extended field overhead. A contract extension and extended field overhead will only be granted in those cases where the Contractor demonstrates that an accepted Final FF&E [and A/V]package was submitted within the approved schedule deadlines and sufficient lead time for the FF&E [and A/V] is not available and the Government's award of the modification is in the last six months of the contract.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

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