

[Commerce Business Daily: Posted in CBDNet on February 29, 2000]

[Printed Issue Date: March 2, 2000]

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PART: U.S. GOVERNMENT PROCUREMENTS

SUBPART: SERVICES

CLASSCOD: S--Utilities and Housekeeping Services--Potential Sources
Sought

OFFADD: U.S. Office Of Personnel Management, 1900 E Street, NW.,
Room 1342, Washington, DC 20415

SUBJECT: S--**CONSOLIDATED** FACILITIES MANAGEMENT SERVICES

SOL N/A

POC Henry L. Wong, 202-606-1598

DESC: SOURCES SOUGHT SYNOPSIS-This is a request for information only. NO SOLICITATION WILL BE ISSUED IN RESPONSE TO THIS ANNOUNCEMENT. The Office of Personnel Management (OPM) is seeking information from small or small disadvantaged business concerns to use in deciding whether a follow-on acquisition for Facility Management Services at the Federal Executive Institute (FEI) located in Charlottesville, VA, may be considered for a Small Business Set-aside, or be unrestricted to either large or small business. A separate synopsis announcing the solicitation release will be issued following the Small Business set-aside determination. OPM operates the FEI to provide training to foster management excellence among the highest levels of civilian civil service. The Institute operates 52 weeks a year, conducting approximately 9 four-week training programs and a number of short training programs ranging from one day to one week. The facility consists of three buildings with 86 participant bedrooms, 27 offices plus a reception office, 2 Local Area Network rooms, 2 lobbies, 2 lounge areas, a private dining room (open to participants, Institute staff, and their guests), a kitchen, a small recreation and exercise area, lawn areas, parking areas, and 12 classrooms.

OPM is seeking a contractor to provide all of the facility management, administrative, and technical support for effective and timely operation of these training programs. The proposed contract will provide for a base year (starting October 1, 2000) with four one-year option periods that will total a maximum of 60 months of contract performance from date of award. The contractor will be responsible for the following functions:

1. Facilities management
2. Complete dining room services, including food preparation and service of three meals per day, plus coffee breaks
3. Front desk operation (6:00 PM to 8:15 AM on weekdays, and 24 hours a day on weekends and holidays) and facility monitoring
4. Accounting
5. Building and mechanical maintenance, and repair
6. Student laundry/dry cleaning
7. Full groundskeeping care
8. Trash removal/debris removal
9. Pest control
10. Snow removal
11. Window cleaning

NOTE: Housekeeping functions are specifically excluded from this list of contractor responsibilities. Maid and janitorial services are provided by a community rehabilitation program under the authority of the Javits-Wagner O'Day Program and the Committee for Purchase from People Who Are Blind or Severely Disabled.

The Standard Industrial Code (SIC) for this requirement is 8744, Base Maintenance. Small Businesses that can meet the above described requirements should submit complete technical information including a sampling of resumes for key personnel who would manage these services, a listing of similar projects your company has performed, and past performance references for us to contact. Also provide us with an approximate yearly dollar estimate for performing the services described above. Responses to this market investigation should be submitted by March 15, 2000. Address any questions and responses to:

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LINKURL: <http://www.opm.gov/procure>

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EMAILADD: HLWONG@PM.GOV

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CITE: (W-060 SN429557)