

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
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1.0 PURPOSE

To define the Facilities Maintenance and Engineering (FME) interface with the Contracts Department regarding the following items:

- Evaluation of a bidder for the supply of materials.
- Evaluation of an Architect Engineer to perform design services.
- Evaluation of a Construction Company to perform construction services at Ft. Detrick located in Frederick, Md.

2.0 GENERAL

The overall governing document regarding the selection of a supplier of material, an Architect Engineering firm to provide design services, or a construction company to provide construction services is the Federal Acquisitions Register.

3.0 PROCEDURE

The information contained in this section is presented in an outline form to convey critical parts of the evaluation process.

3.1 Material

3.1.1 Via FME

(a) FME prepares a Purchase Requisition that has the material specification as an attachment. The Purchase Requisition contains a suggested bidders list.

(b) The Contracts Department issues a Request for Proposal (RFP) for the required material. The RFP contains the evaluation criteria.

Note: The evaluation criteria is established by the FME Project Team and the Construction Contracts Department.

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(c) FME will be part of a 3-5-person evaluation board reviewing the bids received against the evaluation criteria identified in the RFP.

Note: For a non-complex material RFP, the evaluation may be performed without the use of an evaluation board.

(d) The evaluation report, which contains the results of the bid reviews, is forwarded to the Construction Contracts Department.

(e) The Contracts Department forwards the final results of the bid reviews to the National Cancer Institute (NCI) for approval.

3.1.2 Via Construction

(a) The specification package given to the constructor will contain information regarding the material requirements and a suggested list of suppliers.

(b) The Constructor will issue an RFP to subcontractors for a bid price. The subcontractor will submit a bid price for all the work involved in electrical, mechanical, structural, etc.

(c) The FME Project Manager or the FME Contracting Officers Technical Representative will assure, by on-site review, that the construction company is complying with the requirements of the contract documents.

3.2 Architect Engineering Firm

3.2.1 Already Qualified

The criteria for selection of a company for design services is based upon price or capability.

3.2.2 New Architect Engineering Firm

(a) An announcement is made, by the Construction Contracts Department, regarding an invitation for an Architect Engineering firm to bid on upcoming work.

(b) The Contract Department will issue an RFP to the Architect Engineering firm. The RFP will require completion of Form 254 or Form 255. The RFP package will also contain the evaluation criteria.

Note: The evaluation criteria is established by the FME and the Contracts Department.

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- (c) The Contracts Department will do the first culling based upon the RFP requirements.
- (d) FME will be part of a 3-5-person evaluation board reviewing the submitted package received against the evaluation criteria identified in the RFP.
- (e) The evaluation report, which contains the results of the reviews, is forwarded to the Construction Contracts Department.
- (f) The Construction Contracts Department forwards the final results of the reviews to the National Cancer Institute (NCI) for approval.
- (g) After approval by NCI, the Architect Engineering firm is placed on an open contract with an award based on price/capability at some point in the future.

3.3 Construction Services

- (a) An announcement is made, by the Construction Contracts Department, regarding an invitation for a Construction Company to bid on upcoming work.
- (b) The Contract Department will issue an RFP to the Construction Company that contains the evaluation criteria.

Note: The evaluation criteria is established by FME and the Construction Contracts Department.

- (c) FME will be part of a 3-5-person evaluation board reviewing the submitted package received against the evaluation criteria identified in the RFP.
- (d) The evaluation report, which contains the results of the reviews, is forwarded to the Construction Contracts Department.
- (e) The Construction Contracts Department forwards the final results of the reviews to the National Cancer Institute (NCI) for approval.
- (f) After approval by NCI, the construction Company is placed on an open contract with an award based on price/capability at some point in the future.