INSTRUCTIONS TO OFFERORS (excerpt)

In the technical proposal, the offeror shall identify the recycled content and environmentally preferable products to be purchased and used under this contract. For each recycled content product, the offeror shall specify the percentage of recycled content. For EPA-designated recycled content products, the offeror shall demonstrate that the products to be used under this contract will contain the highest level of recovered material practicable, consistent with EPA's recommended percentages of recycled content.

The offeror shall document experience in specifying, purchasing, using, and installing recycled content and environmentally preferable products and services. The offeror shall provide a separate list for all relevant contracts, including information in Item 3, over the past two years involving the specification, purchase, and/or use of recycled content and environmentally preferable products specified, purchased, used, and installed.

Offerors shall also submit a list of the contracts completed during that last two years that are similar in nature to the scope of the solicitation. Contracts listed may include those entered into by the Federal Government, agencies of state and local governments, and commercial concerns. Include the following information for each contract or subcontract:

- Name of contracting organizations
- Contract number
- Contract type
- Total contract value
- Description of requirement
- Contracting officer's name, telephone number, and email address
- Program manager's name, telephone number, and email address

The offeror shall submit comparable information for all major subcontractors that the offeror proposes to utilize under this contract.

EVALUATION FACTORS FOR AWARD

Evaluation Criteria

The major evaluation factors for this solicitation include technical, management, price, and past performance. Offerors are advised that award will be made to the offeror whose proposal provides the best value to the Government.

The evaluation will be based on the demonstrated capabilities of the prospective Contractors in relation to the requirements of the RFP. The merits of each proposal will be evaluated carefully. Each proposal must document the feasibility of successful implementation of the requirements of the RFP. Offerors must submit information sufficient to evaluate their proposals based on the detailed criteria.

Technical Approach 40%

The Government will evaluate the offeror's technical approach for fulfilling the landscaping services provided for in the Scope of Work, with an emphasis on the following elements:

1. Identification of all environmentally preferable and recycled content products and services to be acquired, used, and installed in the performance of this project.

2. The offeror's proposed use and installation of recycled content and environmentally preferable products and services. At a minimum, all applicable EPA-designated recycled content landscape products must be used.

Management Approach 20%

The Government will evaluate the offeror's management plan for fulfilling the requirements identified in the Scope of Work. The evaluation will assess offeror's organizational structure and key personnel to be assigned to perform the project, including subcontractors.

Price/Business Plan 20%

The Government will evaluate the offeror's price proposal and business plan for the performance of the work required under the solicitation. Special emphasis will be placed on the offeror's:

- Proposed price for the acquisition of recycled content and environmentally preferable products and services for the project.
- 2. Quality and warranty of the recycled content and environmentally preferable products and services for the project.

Past Performance 20%

The Government will evaluate the offeror's past performance in the successful completion of the work required under the solicitation. The Government will place a special emphasis on the contractor's past performance in the acquisition, use, installation, and commitment to recycled content and environmentally preferable products and services as set forth in the performance of landscaping projects. Offerors possessing past performance experience with greater complexity and uniqueness in the area of "green" landscaping will receive greater consideration than others. The following past performance items will be evaluated.

Experience with "Green" Landscaping

The Government will evaluate the offeror's proposal based on the degree to which the offeror demonstrates experience in the acquisition, use, installation, and commitment to recycled content and environmentally preferable products and services in the performance of landscaping. Offerors possessing past performance experience with greater complexity and uniqueness in the area of "green" landscaping will receive greater consideration than others.

FACTOR 1: Acquisition of "Green" Landscaping Products and Services

The Government will evaluate the degree of the offeror's experience in the use of recycled content and environmentally preferable products and services as set forth in Section 6002 of the Resource Conservation and Recovery Act, Executive Order 13101, the Federal Acquisition Regulation, and agency policies. This factor will address the offeror's experience in price, delivery, and quality of such products and services.

FACTOR 2: Use of "Green" Landscaping Products and Services

The Government will evaluate the degree of the offeror's experience in the use of recycled content and environmentally preferable products and services in landscaping. Offerors demonstrating the greater complexity and uniqueness in the use of such products and services will receive greater consideration.

FACTOR 3: Installation of "Green" Landscaping Products and Services

The Government will evaluate the degree of the offeror's experience in the installation of recycled content and environmentally preferable products and services in landscaping. Offerors demonstrating the greater complexity and uniqueness in the installation of such products and services will receive greater consideration.

FACTOR 4: Commitment to "Green" Landscaping

The Government will evaluate the degree of the offeror's commitment to "green" landscaping. Offerors providing evidence of past recommendations, internal policies, executive statements, or other such information demonstrating its commitment to "green" landscaping shall receive greater consideration.

"Green" Project Management Experience

The Government will evaluate the offeror's past "green" project management experience in the following areas: Green Contracts Performed, Dollar Amount and Complexity, Project Planning and Coordination, Formal and Informal Communication Methods used to share information and data about "green" products between team members and between organizational entities.

Client Satisfaction

The Government will evaluate the offeror's client satisfaction with its landscaping practices. Offerors demonstrating client satisfaction with an emphasis on the "green" practices of the offeror shall receive greater consideration.

Each offeror will be evaluated on its performance under existing and prior contracts for similar services. The Government is not required to contact all references provided by the offeror. Also, references other than those identified by the offeror may be contacted by the Government to obtain additional information that will be used in the evaluation of the offeror's past performance.