**DISCLAIMER**: **THIS IS A SOURCES SOUGHT NOTICE ONLY. THIS SYNOPSIS IS NOT A REQUEST FOR QUOTE, PROPOSAL, OR BID**. This notice is not a solicitation as defined by FAR 2.101, therefore it shall not be construed as a commitment by the Government to enter into a contract, nor does it restrict the Government to an acquisition approach. All information contained in this Request for Information (RFI) is preliminary as well as subject to amendment and is in no way binding on the Government. Information submitted in response to this notice is voluntary; the Government will not pay for information requested nor will it compensate any respondent for any cost incurred in developing information provided to the Government. The Government is requesting that restrictive or proprietary markings not be used in response to this notice. If a solicitation is released, it will be synopsized in the Federal Contract Opportunities website or GSA. It is the responsibility of the interested parties to monitor these sites for additional information pertaining to this RFI.

**1. Title:** **\_ Duct Cleaning Services** \_

**2. Purpose:** The purpose of this RFI is to identify potential sources which will aid in defining the procurement strategy (e.g., set-aside, sole source, unrestricted) for a solicitation the VA intends on issuing shortly for the following:

|  |  |  |
| --- | --- | --- |
| **Model / Part Number** | **Item /Description of Supplies/Equipment** | **Qty** |
|  |  |  |
|  |  |  |
|  | Duct Cleaning Services | 1 Year |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

The anticipated Small Business Administration (SBA) size standard for the North American Industry Classification System (NAICS) code **238220**  is \_\_\_**1000\_**\_\_\_\_\_\_\_\_ (employees or dollars).

**3. Responses Requested:** The following questions must be answered in response to this RFI.

Answers that are not provided shall be considered non-responsive to the RFI:

a. Where are the requested items/equipment manufactured?

**Vendor must attach documentation of this information to be viewed by the government to be considered as part of the Market Research and responsiveness to this Sources Sought notice**

b. Are the requested items/equipment manufactured by a Small or Large business? Is the potential vendor in compliance with the Non-Manufacturer Rule (NMR)?

**Vendor must attach documentation of this to be viewed by the government to be considered as part of the Market Research and responsiveness to this Sources Sought notice**

c. Is the Vendor an authorized distributor with access to Original Equipment Manufacturer (OEM) parts which may be required in performance of this requirement?

**The VA does not accept grey market items and therefore the Vendor must attach evidence of this access (Authorized Distributor letter) to be viewed by the government to be considered as part of the Market Research and responsiveness to this Sources Sought notice.**

d. Name of potential Contractor that possess the capability to fulfill this requirement. Contractors shall also provide the following:

Point(s) of contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Company's business size: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Data Universal Numbering System (DUNS) #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e. Is your company considered a small business concern, SB, SDVOSB, VOSB, HUBZone, or 8A concern, with the requisite \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAICS code?

* Please provide proof of qualifications.

f. Is your company available under any Government Wide Agency Contract (GWAC), General

Services Administration (GSA) Schedule, Indefinite Delivery Indefinite Quantity (IDIQ), and/or

Blanket Purchase Agreement (BPA)?

**If so, please identify the contract number for the Government to review as part of this Market Research**.

**4. Opportunity/Market Pricing:** VA Fayetteville Arkansas Health Care is seeking information from potential vendors on their ability to provide the required items/equipment. **THIS IS A SOURCES SOUGHT REQUEST FOR INFORMATION (RFI) ONLY**. Small Business Concerns are encouraged to provide responses to this RFI in order to assist the VA Fayetteville Arkansas Health Care in determining potential levels of competition and general market pricing available in the industry. Therefore, vendors are requested to submit estimated market research pricing along with their responses to the above. The estimated pricing will be considered when determining the procurement strategy for the forthcoming solicitation.

**5. Instructions and Response Guidelines:** Questions regarding this RFI shall be submitted no later than 04:00 pm (CST), June 11, 2025 via email to [stephanie.watts@va.gov](mailto:stephanie.watts@va.gov)

**RFI responses are due by 04:00pm (CST), Wednesday June 11, 2025**; size is limited to 8.5 x 11 inches, 12-point font, with 1-inch margins in Microsoft Word format via email to [stephanie.watts@va.gov](mailto:stephanie.watts@va.gov) The subject line shall read: VA Fayetteville Arkansas Health Care. **NO SOLICITATION EXISTS AT THIS TIME.** There is no page limitation on subparagraphs 3(a) - 3(f).

Please provide the information you deem relevant in order to respond to the specific inquiries of the RFI. Information provided will be used solely by VA Fayetteville Arkansas Health Care as **“Market Research”** and will not be released outside of the VA Fayetteville Arkansas Health Care Purchasing and Contract Team.

**7. Contact Information:**

Stephanie Watts

[stephanie.watts@va.gov](mailto:stephanie.watts@va.gov)

Your response to this notice is greatly appreciated!

**Statement of Work**

**Duct Cleaning**

**G.V. “Sonny” Montgomery VA Medical Center (GVSMVAMC)**

**1500 E Woodrow Wilson Drive**

**Jackson, MS 39216**

**1. OBJECTIVE: The G.V. “Sonny” Montgomery VA Medical Center located in Jackson; MS requires the following acquisition for the facility: Duct Cleaning**

**2. GENERAL: This is a non-personnel services requirement. The contractor shall provide all management, supervision, labor, transportation, tools, materials, parts, and other items necessary to perform work, execute services, and to successfully complete all deliverables as contained within this Statement of Work. The Government shall not exercise any supervision and/or control over contractor personnel (which includes contractor service providers, contractor representatives, and subcontractors employed with and/or being utilized by the prime contractor) during all active performance periods of the contract. All contractor personnel shall be accountable solely to the Contractor, who in turn is responsible to the Government.**

**3. BACKGROUND: The Jackson VA Medical Center requires duct cleaning services for the HVAC system of the Administration Building to clean and disinfect the system. This HVAC tract has dispersed microbials into the work environment affecting employees.**

**4. SCOPE OF SERVICES: Services needed under this effort are described below:**

**1. Duct Cleaning**

**• HVAC system to be cleaned to NADCA NFPA-99, FDA, OSHA, JC standards and specifications to include at least the following:**

**- All supply and return registers.**

**- VAV boxes.**

**- Indoor AHU cabinets, coils, and components.**

**- ODA Louver and ducting.**

**- Exhaust registers and ducting.**

**- All return ducts including flexible duct.**

**- All supply ducts including high pressure, low pressure, and flexible duct.**

**- Fog system with sporocide.**

**5. PLACE AND PERIOD OF PERFORMANCE: Work will be performed, services will be executed, and deliverables will be completed at G.V. “Sonny” Montgomery VA Medical Center, 1500 E Woodrow Wilson Drive, Jackson, MS 39216. This project, as encompassed by the final contract when executed, will consist of a one-time procurement for the facility. Contract performance will end when the project is successfully completed NTE (not to exceed) one year from project start date.**

**6. WORK HOURS AND SCHEDULE: All work, execution of services, and completion of**

**deliverables must be accomplished after normal business hours, 4:30pm through 7:00am. Monday through Friday, Federal Holidays excluded. Prior to work being performed proper coordination shall be initiated between the contractor and the government to ensure that services/work can be executed when scheduled. Any work, services, and/or other tasks performed during other than normal business hours must be approved in advance by the Contracting Officer Representative (COR), Contracting Officer, and/or other authorized facility designee/representative before such work begins. The Federal Holidays that are currently being observed by the facility are listed in the table below.**

**New Year’s Day January 1**

**Martin Luther King‘s Birthday Third Monday in January**

**President’s Day Third Monday in February**

**Memorial Day Last Monday in May**

**Juneteenth Independence Day June 19th**

**Independence Day July 4**

**Labor Day First Monday in September**

**Columbus Day Second Monday in October**

**Veterans Day November 11**

**Thanksgiving Day Fourth Thursday in November**

**Christmas Day December 25**

**Other Federal Holidays (that could occur) Any other day specifically declared to be a national holiday (per Federal Statute, Executive Order, or by the President’s Proclamation).**

**An alternative schedule (different from the schedule described above) may be utilized if there is mutual agreement between the government and the contractor regarding this alternative schedule if implemented.**

**7. PERSONNEL PERFORMING WORK/SERVICES - REQUIRED “CORE COMPETENCIES”:**

**Personnel performing work, executing services, and completing deliverables during the active performance periods of the contract shall possess the knowledge, skills, and abilities required to successfully accomplish the following: Duct Cleaning. Must be NADCA certified. No unqualified individual shall be allowed to perform work, execute services, and to complete deliverables at any time under the contract while active.**

**8. KEY PERSONNEL**

**During the active performance periods of the contract a Key Personnel Person shall be designated by the**

**contractor (to be contacted by the government when needed) regarding performance of work, execution of services, and completion of Deliverables as contained within this Scope of Work and covered by the final contract. This Key Personnel person must have sufficient knowledge to be able to respond to technical questions by the government.**

**9. OTHER REQUIREMENTS:**

**A. CHECK IN AND CHECK OUT PROCEDURES:**

**Before beginning any work at any time during the active performance periods of the contract personnel performing services must physically check in with the appropriate facility representative to obtain approval and confirmation of the expected work to be performed and services to be executed. Check out procedures will be the same once work has been completed and services have been executed. Check in and check out procedures shall include the following: 1). Written documentation of the contractor’s arrival and departure while on site and 2). Written documentation showing the expected work to be performed, approval of such work before such work begins, and confirmation/completion status of the planned work that was scheduled to be performed. Contractor must check in with COR or Plumbing Shop Supervisor when on site. Failure to do so will constitute that no work had been completed.**

**B. Identification and Badges: Any individual performing work under this contract shall wear a badge or other identification while on site that is clearly always displayed. While on site, any person performing work directly or indirectly must be able to specify their authorized purpose for their presence at the facility if such information is requested by VA facility personnel.**

**C. Parking: It is the responsibility of the contractor to park in the appropriate designated parking areas, to avoid ticketing or towing. Information on parking is available from the facility if requested by the contractor.**

**D. Contract Administration: The Contracting Officer is the only person authorized to approve changes or modify any of the requirements under this contract. The Contractor shall communicate with the Contracting Officer on all matters pertaining to contract administration. Only the Contracting Officer is authorized to make commitments or issue changes that will affect price, quantity, or quality of performance of this contract. In the event the Contractor makes any such change at the direction of any person other than the**

**Contracting Officer, this change shall be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof. All changes to the contract will be issued via an amendment and/or modifications in writing from the Contracting Officer to the Contractor.**

**E. Invoicing and Payment: Contractor is authorized prompt payment IAW applicable regulation following the successful performance of work, execution of services, and completion of required deliverables. Contractor invoices shall be submitted IAW VAAR Clause 852.232-72 Electronic Submission of Payment Requests. Invoices submitted for payment must be detailed to the extent necessary to reflect the work done and the services performed during the time periods when completed so an accurate assessment can be made by the facility for certification of these invoices for payment. Advance payments are not authorized, and contractor is not authorized payment for future work not performed and/or for work that has not been successfully completed.**

**F. VA authorized personnel who may contact contractor for repair service (Note: names will be provided but are subject to change)**

**Contracting Officer Representative**

**HVAC Supervisor**

**Contracting Specialist**

**G. KEY PERSONNEL**

**During the active performance periods of the contract a Key Personnel Person shall be designated by the**

**contractor (to be contacted by the government when needed) regarding performance of work, execution of services, and completion of Deliverables as contained within this Scope of Work and covered by the final contract.**

**H. REPORTS**

**All reports required will be digital in nature and must be submitted to the COR within 7 days of completion of services. At minimum, reports will have equipment that services were performed on, date and time, services performed, and any deficiencies.**

**I. WARRANTY:**

**a. Contractor shall provide a one (1) year warranty on all equipment/services, completed by the contractor, for all performance periods.**

**b. Warranty letter due at the completion of the project**

**J. CONFORMANCE STANDARDS:**

**a. Services shall be performed, and equipment shall function in conformance with all VA safety standards, manufacturer’s/industry standards, the latest published edition of NFPA-99, FDA, OSHA, JC, and other applicable national standards.**

**K. SMOKING POLICY:**

**a. Smoking is not permitted within or around the VA except in designated areas.**

**10. RECORDS MANAGEMENT**

**1. Contractor shall comply with all applicable records management laws and regulations, as well as National Archives and Records Administration (NARA) records policies, including but not limited to the Federal Records Act (44 U.S.C. chs. 21, 29, 31, 33), NARA regulations at 36 CFR Chapter XII Subchapter B, and those policies associated with the safeguarding of records covered by the Privacy Act of 1974 (5 U.S.C. 552a). These policies include the preservation of all records, regardless of form or characteristics, mode of transmission, or state of completion.**

**2. In accordance with 36 CFR 1222.32, all data created for Government use and delivered to, or falling under the legal control of, the Government are Federal records subject to the provisions of 44 U.S.C. chapters 21, 29, 31, and 33, the Freedom of Information Act (FOIA) (5 U.S.C. 552), as amended, and the Privacy Act of 1974 (5 U.S.C. 552a), as amended and must be managed and scheduled for disposition only as permitted by statute or regulation.**

**3. In accordance with 36 CFR 1222.32, Contractor shall maintain all records created for Government use or created while performing the contract and/or delivered to, or under the legal control of the Government and must be managed in accordance with Federal law. Electronic records and associated metadata must be accompanied by sufficient technical documentation to permit understanding and use of the records and data.**

**4. G.V. Sonny Montgomery VAMC (GVSMVAMC) and its contractors are responsible for preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Records may not be removed from the legal custody of [Agency] or destroyed except for in accordance with the provisions of the agency records schedules and with the written concurrence of the Head of the Contracting Activity. Willful and unlawful destruction, damage or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701. In the event of any unlawful or accidental removal, defacing, alteration, or destruction of records, Contractor must report to [Agency]. The agency must report promptly to NARA in accordance with 36 CFR 1230.**

**5. The Contractor shall immediately notify the appropriate Contracting Officer upon discovery of any inadvertent or unauthorized disclosures of information, data, documentary materials, records or equipment. Disclosure of non-public information is limited to authorized personnel with a need-to-know as described in the [contract vehicle]. The Contractor shall ensure that the appropriate personnel, administrative, technical, and physical safeguards are established to ensure the security and confidentiality of this information, data, documentary material, records and/or equipment is properly protected. The Contractor shall not remove material from Government facilities or systems, or facilities or systems operated or maintained on the Government’s behalf, without the express written permission of the Head of the Contracting Activity. Contractor personnel shall sign VA Form 10-0708 “Employee Clearance from Indebtedness” before resigning or termination from Contractor working for GVSMVAMC and Facility Records Officer must sign form. A copy of completed signed VA Form 10-0708 (Contractor personnel and Facility Records Officer signatures) shall be place in each competency folder. When information, data, documentary material, records and/or equipment is no longer required, it shall be returned to [Agency] control or the Contractor must hold it until otherwise directed. Items returned to the Government shall be hand carried, mailed, emailed, or securely electronically transmitted to the Contracting Officer or address prescribed in the [contract vehicle]. Destruction of records is EXPRESSLY PROHIBITED unless in accordance with Paragraph (4).**

**6. The Contractor is required to obtain the Contracting Officer's approval prior to engaging in any contractual relationship (sub-contractor) in support of this contract requiring the disclosure of information, documentary material and/or records generated under, or relating to, contracts. The Contractor (and any sub-contractor) is required to abide by Government and [Agency] guidance for protecting sensitive, proprietary information, classified, and controlled unclassified information.**

**7. The Contractor shall only use Government IT equipment for purposes specifically tied to or authorized by the contract and in accordance with GVSMVAMC policy.**

**8. The Contractor shall not create or maintain any records containing any non-public GVSMVAMC information that are not specifically tied to or authorized by the contract.**

**9. The Contractor shall not retain, use, sell, or disseminate copies of any deliverable that contains information covered by the Privacy Act of 1974 or that which is generally protected from public disclosure by an exemption to the Freedom of Information Act.**

**10. The GVSMVAMC owns the rights to all data and records produced as part of this contract. All deliverables under the contract are the property of the U.S. Government for which GVSMVAC shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest. Any Contractor rights in the data or deliverables must be identified as required by FAR 52.227-11 through FAR 52.227-20.**

**11. Training. All Contractor employees assigned to this contract who create, work with, or otherwise handle records are required to take [Agency]-provided records management training. The Contractor is responsible for confirming training has been completed according to agency policies, including initial training and any annual or refresher training. TMS (Talent Management System) course VA 4192704: “Records Management for Everyone” [Note: To the extent an agency requires contractors to complete records management training, the agency must provide the training to the contractor.]**

**12. Flow-down of requirements to subcontractors:**

**a. The Contractor shall incorporate the substance of this clause, its terms and requirements including this paragraph, in all subcontracts under this [contract vehicle], and require written subcontractor acknowledgment of same.**

**b. Violation by a subcontractor of any provision set forth in this clause will be attributed to the Contractor.**