

Section 9: Consolidated Service Contracts

Consolidated Service Contracts

O&M Contracts Adv



US Army Corps of Engineers
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Objective

- Upon completion of this block of instruction, the student will be able to correctly identify the advantages and disadvantages of using a combination contract.



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Service Contract Approval Form (SCAF)

- Secretary of the Army memorandum, dated 23 Feb 06
- Required for
 - ▶ New Service Requirements
 - ▶ Exercise of Options on Existing Contracts
 - ▶ Placement of Delivery/Task Orders on Existing Contracts
- <http://www.asamra.army.mil/insourcing/> (see memo dated 10 Jul 09)



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- Consolidate like service requirements shared by multiple lake projects.
- Consolidate separate service requirements at a single lake project.
- Both – consolidate all service requirements shared by multiple lake projects.



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Consolidated Service Contracts

- Type of Solicitation
 - ▶ Competitive Negotiation*
 - ▶ Sealed Bid
- Type of Contract
 - ▶ Indefinite Delivery*
 - ▶ Purchase Order



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Subpart 37.6 – Performance-Based Acquisition

- Performance-Based Contracts Shall Include
 - ▶ Performance Work Statement (PWS)
 - Describe work in terms of required results rather than methods for performance of work
 - ▶ Measurable Performance Standards
 - Used to assess work performance in terms of
 - ▷ Quality
 - ▷ Timeliness
 - ▷ Quantity



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Subpart 37.6 – Performance-Based Acquisition

- Performance-Based Contracts Shall Include (cont.)
 - ▶ Quality Assurance Surveillance Plan (QASP)
 - Method of Assessing Performance Against Performance Standards
 - Specifies procedures when services are not performed or do not meet contract requirements
 - ▶ Performance Incentives Where Appropriate
 - If used, shall correspond to performance standards in contract



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Consolidated Service Contracts

- Advantages
 - ▶ Deal with one contractor.
 - ▶ Do not have to select low bidder and know contractor's capabilities.
 - ▶ Provides flexibility in fixed price contracts.
 - ▶ Results oriented and not process mandated.



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Consolidated Service Contracts

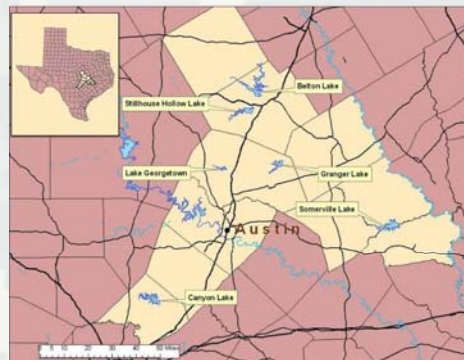
- Disadvantages
 - ▶ Must identify what you want up front.
 - ▶ Strict inspection schedules required.
 - ▶ Government does not benefit from decline in market prices.
 - ▶ The market place must have experienced contractors.
 - ▶ Potential for higher costs due to subcontracts



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Consolidated Service Contract Example

- Combines Multiple Services for Multiple Lake Projects
 - ▶ Cleaning
 - ▶ Refuse Collection and Disposal
 - ▶ Facility and Area Mowing
 - ▶ Herbicide Application
 - ▶ Minor Maintenance Services



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Consolidated Service Contract Example

- Contractor Provides All
 - ▶ Personnel
 - ▶ Equipment
 - ▶ Materials and Supplies
 - ▶ Vehicles and Fuel
 - ▶ Supervision
 - ▶ Quality Control



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Consolidated Service Contract Example

- What to Consider in Preparing the Contract
 - ▶ Flexibility
 - Changes to service frequencies and/or facility quantities
 - Unscheduled facility and park cleaning
 - Exception to cleaning
 - ▶ Determine which items required by schedule or individual order



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Consolidated Service Contract Example

- Services Required by Pre-Determined Schedule
 - ▶ Delivery based upon Tabulation of Facilities and Cleaning Frequency Table
 - ▶ Examples – Camp Unit, Picnic Site, or Restroom Cleaning; Litter Pick-Up; and Refuse Collection



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Consolidated Service Contract Example

- Services Required by Individual Order
 - ▶ Specific limit set for delivery/completion
 - ▶ Only Ordering Officers and KOs can issue Delivery Orders
 - ▶ Examples – Mowing, Herbicide, Roll-Off Dumpsters, etc



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Important to Include

- POC Requirements - COR should have a local phone number and 24 hour POC for the Contractor.

- Mobile Phones - Should be in ALL Contractor's supervisory and QC vehicles.



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Important to Include

- Contractor's Quality Control
 - ▶ Prime contractor responsible for QC
 - ▶ Should have a QC person appointed in writing for each location.
- Government's Quality Assurance
 - ▶ Government QA done according to Quality Assurance Surveillance Plan.
 - ▶ Can alter surveillance methods.



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Important to Include

- Specs should allow for:
 - ▶ Changes to Service Frequencies and/or Facility Quantities
 - ▶ Unscheduled Facility and Park Cleaning
 - ▶ Frequency of Service
 - ▶ Exception to Cleaning



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The Consolidated Services Contract Example

Attachment - Bid Schedule

0064	SCHEDULE IV - FACILITY MOWING GEORGETOWN LAKE (DELIVERY ORDER ONLY)	-			
0064AA	BEACH AREAS	10	EA	\$ 60.	\$ 600.
0064AB	BULLETIN BOARDS	40	EA	\$ 2.40	\$ 96.
0064AC	DRINKING FOUNTAINS	10	EA	\$ 2.35	\$ 23.50
0064AD	DUMP STATIONS	20	EA	\$ 15.	\$ 300.
0064AE	PAVILIONS/GROUP SHELTERS	80	EA	\$ 20.	\$ 1600.
0064AF	PICNIC/CAMPING UNITS	3330	EA	\$ 6.55	\$ 21,811.50
0064AG	RECEPTACLE AREA GROUNDS	410	EA	\$ 2.60	\$ 1066.
0064AH	RESTROOMS	160	EA	\$ 12.50	\$ 2000.
0064AJ	VISITOR OVERLOOK AREA	10	EA	\$ 145.	\$ 1450.
	TOTAL AMOUNT - ITEMS 0064AA THRU 0064AJ				\$ 28,947.



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The Consolidated Services Contract Example

Attachment - Tabulation of Facilities

OCTOBER, NOVEMBER, MARCH (TRANSITION) DBL

	ESTIMATED ACRES	RESTROOMS ALL TYPES	PICNIC/ CAMPING UNIT	PLAY GROUND	BOAT DOCK	RE
TEMPLE PARK	58	5	60	1	2	
LIVE OAK RIDGE PARK	34	2	48	0	1	
BELTON LAKEVIEW PARK	64	3	41	2	1	
WESTCLIFF PARK CAMPING	15	1	27	0	0	
WESTCLIFF PARK MAIN	10	2	11	0	1	
SPARTA VALLEY PARK	6	1	2	0	1	

The Consolidated Services Contract Example

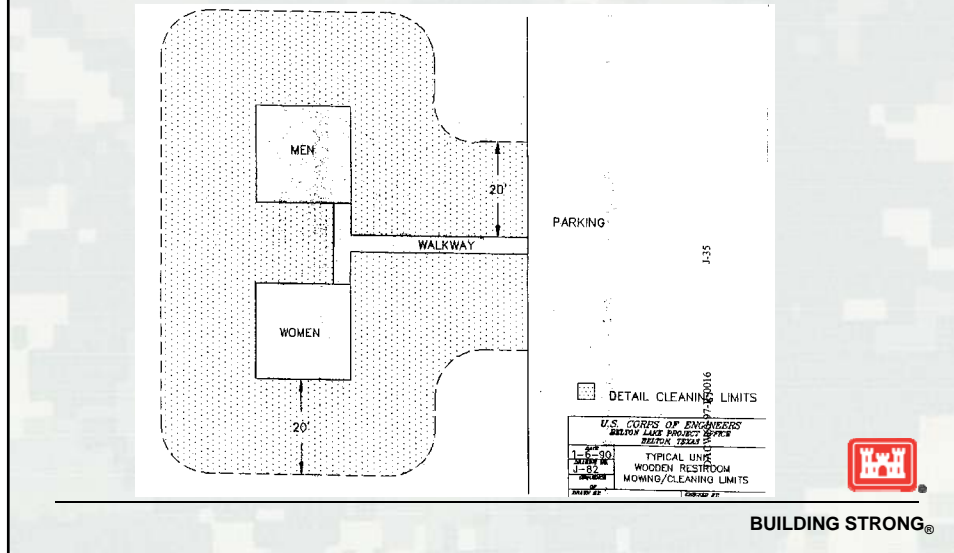
Attachment -Cleaning Frequency Table

	RESTROOMS (ANY TYPE)		PICNIC/ CAMPING UNITS		PLAY GROUND	COURTESY DOCKS	FISHING PIERS	RECEPTACLE AREA GROUNDS	DRINKING FOUNTAINS
CEDAR GAP PARK	SM	Sa				Th		Th	
CEDAR KNOB BRIDGE ACCESS								Th	
CHALK RIDGE FALLS	SM	Sa						Th	
DANA PEAK CAMPING LOOP	SM	FSa	M	F				Th	Th
DANA PEAK MAIN	SM	FSa	SM	Sa		Th	Th	Th	Th
OVERLOOK PARK	SM	Sa	M	F				Th	
STILLHOUSE PROJ. OFFICE									

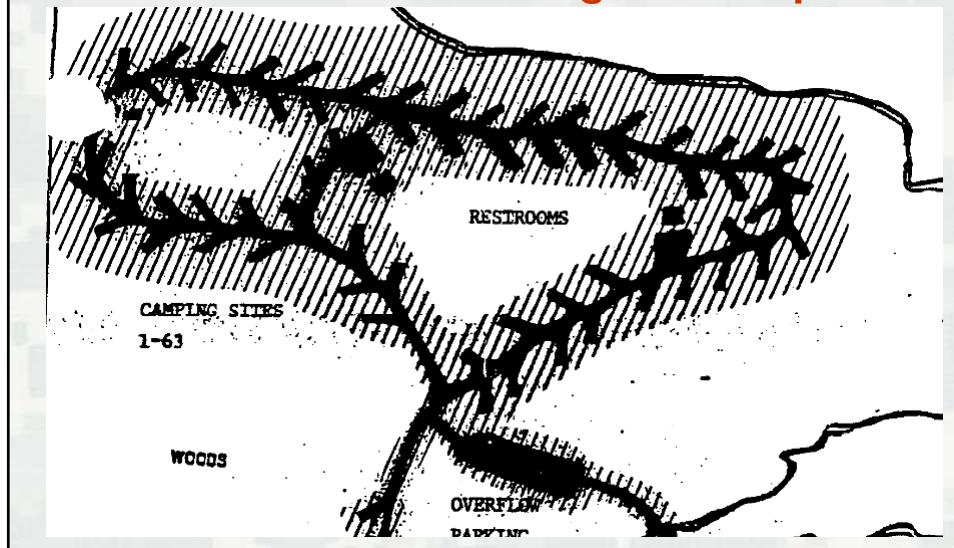


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The Consolidated Services Contract Example **Attachment-Typical Cleaning Zone Drawing**



The Consolidated Services Contract Example **Attachment -Mowing Area Map**



Section 9: Consolidated Service Contracts

The Consolidated Services Contract Example

Attachment-Tabulation of Mowing Facilities

Park Area	Estimated Acres in Parks, Areas, and Along Roads	<u>Estimated Number</u> Guard Posts, Signs, Culverts, Etc., <u>Requiring Trimming</u>
Sparta Valley	6	250
Westcliff	25	950
Belton Lakeview	70	1500
Miller Springs	2	250
Live Oak Ridge	37	750
Temple's Lake	58	2350
Rogers	3	240
Cedar Ridge	55	1500

Advantages vs. Disadvantages

Advantages:

- Deal with one contractor
- Don't have to take low bid
- Contractor should be able to do work
- Results oriented, not process mandated

Disadvantages:

- Difficult to write and award
- Strict inspection schedules



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C.O.R.

Contract Administration

Responsible for contract administration- Written assignment by KO.

- Get your team on board
- Establish a Quality Assurance Surveillance Plan for each type of contract used.
- Random Sampling



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