



**Preliminary Notice of Intent to Exercise BMO SB Phase I, Option I
Contract # GS06Q16BQDS121**

July 13, 2020

TRADEMASTERS SERVICE, INC.
7208 LOCKPORT PLACE
LORTON, VA 220791525

TRADEMASTERS SERVICE, INC.,

This letter serves as the preliminary notice of the government's intent to exercise Option I (3/31/2021 – 3/30/2026) on the above referenced BMO SB Phase I contract in accordance with (IAW) FAR 52.217-9, Option to Extend the Term of the Contract. This notice does not commit the government to exercise Option I nor does it in any manner obligate government funds against the contract.

If Option I is exercised by the government, it will be accomplished via a unilateral modification.

Business Size Rerepresentation

Since this is a long-term contract, a business size rerepresentation is required prior to exercising the option IAW FAR 52.219-28, Post-Award Small Business Program Rerepresentation. BMO contractors shall make the rerepresentation required by paragraph (b) of this clause by validating or updating all its representations in the Representations and Certifications section of the System for Award Management (SAM), and by submitting Attachment 1 – Business Size Rerepresentation to this letter stating this has been accomplished during the following time frame 11/30/2020 – 1/29/2021 (60 to 120 days prior to the end of the fifth year of the contract).

Attachment 1 shall be submitted via email to fssi.bmo@gsa.gov. This information will be verified in SAM. The government requests BMO contractors submit Attachment 1 as soon as possible during the 60 day time frame and no later than 12/21/2020. Failure to submit Attachment 1 by the due date may lead to no further consideration of your option.

Minimum Task Order (TO) Awards or Estimated Value

Reference Clause H.33 Minimum TO Awards or Estimated Value. Starting from the date of the BMO SB Notice-to-Proceed, the contractor shall attain a minimum of 3 TO awards or a total TO estimated value of \$325K (total estimated value of all TO's inclusive of all options) prior to the exercise of Option I under BMO SB.

Please advise whether your company has achieved the aforementioned thresholds by submitting Attachment 2 – Minimum TO Awards or Estimated Value.

Attachment 2 shall be submitted via email to fssi.bmo@gsa.gov. This information will be verified in FPDS-NG, CPRM, and through customers. The government requests BMO contractors submit Attachment 2 as soon as possible and no later than 12/21/2020. BMO contractors shall provide an electronic copy of each TO Award listed when submitting Attachment 2. Failure to submit Attachment 2 by the due date may lead to no further consideration of your option.

IAW Clause H.33, failure to attain the expected number of TO awards or estimated value prior to exercise of Option I may result in a contractor being Off-Ramped.

BMO contractors that have NOT achieved the Minimum TO Awards or Estimated Value, shall submit a “BMO SB Phase I Option I - Business Plan” (BMO SB Business Plan) that addresses the following topics:

- Your company’s efforts in generating and growing sales within the *Base Period* of this contract, to include: marketing efforts, identifying the opportunities your company has submitted TO proposals on, and challenges your company has experienced in obtaining TO awards.
- Your company’s plan to generate and grow sales within *Option I* of this contract, if exercised, to include: specific steps your company is implementing to overcome the challenges experienced during the Base Period.

In the event BMO contractors are unable to provide material responses to the above two topics within a BMO SB Business Plan, then Option I may not be exercised.

The BMO SB Business Plan, *if applicable*, shall not exceed 3 letter-sized (8-1/2” X 11”) pages, single spaced, 12-point font, with 1” margins, and shall be submitted via email to fssi.bmo@gsa.gov. Similar to Attachment 2, the government requests BMO contractors submit the BMO SB Business Plan as soon as possible and no later than 12/21/2020. *If applicable*, failure to submit the BMO SB Business Plan by the due date may lead to no further consideration of your option.

IAW clause G.5 Option Determination, the option determination for each BMO contractor will be based on FAR 17.207 Exercise of Options. For those BMO contractors that did not achieve the Minimum TO Awards or Estimated Value, the BMO SB Business Plan will be additional information the government will consider in making the option determination.

Vertical On-Ramping

BMO contractors who no longer certify as a SB may elect to be considered for placement on the corresponding BMO Unrestricted Phase I contract vehicle. Such BMO contractors must fulfill the criteria as described in Clause H.36.2 Vertical Contract On-Ramping, and should inform the government soonest via email to fssi.bmo@gsa.gov.

Please confirm receipt of this letter via return email to fssi.bmo@gsa.gov no later than 7/31/2020.

Sincerely,



Jack L. Peterson

Contracting Officer, BMO Phase I

816-337-9016, fssi.bmo@gsa.gov

Attachment 1 – Business Size Rerepresentation

Name of Contractor:

DUNS:

Contract #:

The North American Industry Classification System (NAICS) code and its current size standard for BMO SB are:

561210 Facilities Support Services \$41.5M

IAW 13 CFR 121.104 and NAICS 561210, the above referenced contractor is considered a/an (mark “Yes” or “No” on each of the below designations):

- Small Business Yes [] No []
- 8(a) Yes [] No []
- HUBZone Yes [] No []
- Woman Owned Small Business Yes [] No []
- Veteran Owned Small Business Yes [] No []
- Service Disabled Veteran Owned Small Business Yes [] No []
- Small Disadvantaged Business Yes [] No []
- Other than Small Business Yes [] No []

I have updated the Representations and Certifications section within SAM (www.sam.gov) for the above referenced contractor.

Printed Name Date Signature

Attachment 1 shall be submitted via email to fssi.bmo@gsa.gov. This information will be verified in SAM. The government requests BMO contractors submit Attachment 1 as soon as possible during the 60 day time frame and no later than 12/21/2020. Failure to submit Attachment 1 by the due date may lead to no further consideration of your option.

Attachment 2 – Minimum TO Awards or Estimated Value

Name of Contractor:

DUNS:

Contract #:

The following TO(s) have been awarded on the above referenced contract (**contractor shall provide an electronic copy of each TO listed below when submitting Attachment 2**):

TO Number	Estimated TO Value \$ (Base & Options)	Period of Performance (Base & Options)	Customer POC (phone & email address)

Total TO's Awarded: _____

Total Estimated Value \$ (Base & Options) of all TO's awarded: _____

Based on the information provided, the above referenced contractor

[] Has, or [] Has NOT
 (mark "Has" or "Has NOT" as applicable)

achieved the minimum thresholds identified in Clause H.33 of 3 TO awards or a total TO estimated value of \$325K (total estimated value of all TO's inclusive of all options).

Printed Name Date Signature

Attachment 2 – Minimum TO Awards or Estimated Value shall be submitted via email to fssi.bmo@gsa.gov. BMO contractors may submit Attachment 2 as soon as possible; however, it is due no later than 1/29/2021. This information will be verified in FPDS-NG, CPRM, and through customers.

Contractor shall provide an electronic copy of each TO listed when submitting Attachment 2

Failure to submit Attachment 2 by the due date may lead to no further consideration of your option.