



AMERICAN BATTLE MONUMENTS COMMISSION

Overseas Operations Office

Date: 12th June 2025

From: American Battle Monuments Commission (ABMC), Overseas Operations Office, headquartered at 32 rue Monceau, 75008 Paris, France.

Subject: RFP Amendment # 74330225R00520001 Blanket Purchase Agreement for Headstone Engraving Services, Responses to Bidders' Questions.

The purpose of this RFP amendment is to share responses to bidders' questions.

1. How many headstones per year does ABMC need to engrave?

Answer: ABMC needs to engrave 1000-1500 headstones per year.

2. Do I have to visit an ABMC cemetery prior to submitting a proposal?

Answer: Site visit to an ABMC is not mandatory but highly recommended.

3. Can you please indicate a few re-engraved headstones at Suresnes American Cemetery?

Answer: Several crosses have undergone re-engraving work at the Suresnes American Cemetery. We encourage you to make an appointment with the cemetery management, who will be happy to show you the crosses that have been re-engraved.

4. Could you please provide a unit price schedule, so that we can fill it in when submitting our proposal?

Answer: The Unit Price Schedule is not included in the RFP documents. Each task order will be priced separately, based on the unit prices applicable at that time. The unit price provided with your proposal will be valid for a minimum of one year, with the possibility to revise it for subsequent years. Each task order will include two Contract Line-Item Numbers (CLINs): CLIN 0001 will cover the cost of headstone engraving services, calculated based on the unit price per headstone multiplied by the number of headstones specified in the order. CLIN 0002 will provide funds to reimburse authorized travel expenses incurred during the performance of the task.

5. Can I include sub-contracting plan in my proposal?

Answer: Yes, sub-contracting is authorized. You must clearly specify that in your proposal. ABMC will need to approve the use of subcontractors.

6. The proposed contract type consists of four- to one-year option periods, which can be exercised annually by the ABMC depending on satisfactory performance or availability of funds. Would ABMC consider establishing a contract with only 1, 2, or 3 options years?

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Answer: Yes, that is possible. Although the maximum duration of the contract may be five years, we do not have to exercise all the options. We can stop after one, two or three years.

7. CLIN 0002, is it possible to get an explanation of what the travel regulations (FTR) explicitly mean?

Answer: FTR stands for Federal Travel Regulation. It's a document that summarizes travel and relocation policy for Government employees. It outlines allowable costs and other rules for reimbursement of travel expenses. We will use it as basis to determine travel budget for each task order.

8. If I understand correctly, the ABMC follows the Federal Travel Regulation when handling contractors' travel. Does this mean that the overnight stays, meal and travel expenses should not be included in the price proposal, or should they be included (CLIN 0002) and ABMC will reimburse the amount of travel expenses according to the FTR?

Answer: This cost should NOT be included in the price proposal. The proposal should include the unit price for engraving one (1) headstone, based on the level of effort. Travel expenses will be estimated for each task order, based on geographical location and duration of travel and should not be included in the proposal.

9. Can I select 1 full region and a few cemeteries from another region?

Answer: Yes, it is possible. In your proposal, please identify regions and/or cemeteries where you could perform work.

10. When will the decision be communicated?

Answer: Proposals are due 24th June. Award decisions should be available in the second half of July. Contract will be in place no later than 30th September 2025.

11. What is the average number of characters to be re-engraved per cross?

Answer: The number of characters to be re-engraved per cross is around 70.

12. Is it allowed to use diamond cutters for this job?

Answer: The use of diamond cutters is permitted.

13. The existing engravings on the crosses are rough cut. Is it necessary to include gilding or painting on the background of the letters?

Answer: No, there is no need to paint the background of the letters. However, it may be necessary to restore the gilding of medals of honor on some crosses, but these are very limited cases.

14. Could you confirm that you only need a quote for the re-engraving of one headstone? Travel, accommodation, and meal expenses will be estimated based on the number of crosses to be treated and the area of operation.

Answer: Yes, exactly.

15. Regarding the "Scope of Work" document, page 6, tests must be conducted on various substrates. Will these substrates be provided by your services, or do we need to provide them?

Answer: They will be provided by the ABMC.

16. Cleaning is required before and after engraving. Could you please specify which products are permitted or prohibited for cleaning marble crosses?

Answer: Only a low pressure, clear water cleaning.

17. On average, how many crosses can an engraver re-engrave per day, and with what type of tools (diamond cutter or hammers and chisels)?

Answer: An engraver could engrave on average of 5 crosses per day, using hammers, chisels and diamond cutters. ABMC does not instruct which tools should be used for this work. Depending on the tools and machinery used, the number of engraved headstones per day might vary.

We thank you for your interest and look forward to receiving your proposal in due course and no later than 24th June 2025.