

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



SECURITY GUARD SERVICES

DCAM-14-NC-0132

Addendum No. 3

Issued: July 10, 2014

This Addendum No. 3 is issued by e-mail on July 10, 2014. Except as modified hereby, the Request for Proposal (RFP) remains unmodified.

Item #1

Questions and Answers.

Question # 1

Would the government consider a 30 day transition plan instead of 15 days based on the new licensing requirement for SOMB and DCRA for security officers? If additional days are not granted would we be allowed special permission to do a company transfer of officers from SOMB/DCRA to assist in the expediting the transfer process?

Answer

Delete Section B.4.1 in its entirety.

Replace with:

The Contractor shall provide a Transition Plan (the "Plan") to the (COTR) within five (5) working days after contract award. The Plan shall detail how the Contractor will conduct a smooth and orderly transition from the current/incumbent service provider or to a new Contractor. The transition's "Phase-In and/or Phase-Out" plan shall be completed within thirty (30) days of contract award.

Question # 2

When does the current contract expire? What is the anticipated start date of the Base Year Contract?

Answer

The current contract will expire September 21, 2014. The anticipated start date of the new contract is September 22, 2014.

Question # 3

We see the union requirement as listed in B.30.1; please provide a copy of the union CBA and rider. We respectfully ask for at least 5 business days from receipt of such to update Attachment

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B. When were these agreements executed and when do they expire? What is the name of the union?

Answer

Services Employees International Union, Local 32BJ is the union and it expires on April 15, 2016. See Attachment C- Collective Bargaining Agreement and Rider Agreement.

Question # 4

Please provide the break schedule. Is the relief/break officer's billable?

Answer

The government will not provide a break schedule. It is the Contractor's responsibility to established break schedules. No additional billing will be authorized for breaks.

Question # 5

Have all the guards that are currently on this contract met the requirements in this RFP? 40 hours of supplemental training annually plus the additional hours for SPOs and Supervisors are considerable compared to the Federal Standard. Will the government consider 8 to 16 hours of refresher training in line with the Federal Protective Services Standard? If a new company was to transition and hire incumbent staff will the incumbent staff also need to be trained on the Classroom portion, 50 hour basic training requirement? What about the 40 hours annual training? Is this training billable?

Answer

The required training stated in Sections B.15, B.16, B.17, and B.18 of this RFP will not be modified. If the Contractor hires the incumbent's staff the Contractor must provide documentation that shows all the staff has completed all of the required hours of basic training. Yes, training is billable at the applicable hourly rates on Attachment B.

Question # 6

For newly hired employees is the 50 hours of classroom training, 40 hours of annual training, 4 hours of OJT, additional Mental Health and Supervisors training billable? If so, please update Attachment B, "Bid Form".

Answer

Yes. Training is billable at the applicable hourly rates on Attachment B.

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Question # 7

Under training there is no specified training for bomb detection only bomb threats other than 1 hour, and x-ray training of 2 hours. It seems rather unreasonable to be fined \$2,000 or termination of contract in an area where there is minimal training required and limited technology. Does the government plan to provide additional training in this area and detection equipment so that we can work as a team to prevent a disaster?

Answer

No, the Government does not plan to provide additional training for bomb detection. However, the Contractor can provide an additional hour for bomb detection training to be billed at the applicable hourly rate(s) listed in Attachment B.

Question # 8

Can files be maintained electronically in compliance with federal paper reduction act?

Answer

Yes, the Contractor may maintain electronic files.

Question # 9

During arrest cases officers may have to incur additional hours processing a case and going to court. Can these hours be billable to the government?

Answer

Yes.

Question # 10

Section B.34 states the liquidated damages for failures on detecting bombs, weapons and other infractions such as missed coverage, license fraud and uniform violation. Please describe in detail the expectations of each potential violation such as who identifies, how the Contractor is notified, what are the appeal process and the rectification process.

Answer

See section B.34.2 which states PSD will identify the violation. The appeal and rectification process will be under the Form of Contract – Section 5 Disputes.

Question #11

Will the government provide a written schedule to include regular machine checks on the District's detection devices; such as x-ray machines etc.? This is critical in the detection of weapons.

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Answer

The Contractor will be given notice of the annual preventive maintenance schedule for the X-Ray and Magnetometer equipment.

Question #12

Please provide for Attachment J the required service hours, position required (SPO/SO/Armed) for each location.

Answer

See the attached updated Attachment J.

Question # 13

Are Supervisors required for Sector 2? If so, where and when are they required by the Contract?

Answer

This is a decision to be made by the Contractor and should be included as part of the Contractor's plan.

Question # 14

Are working supervisors billable?

Answer

Yes.

Question # 15

How many references are preferred? For the "Experience" evaluation factor, are you looking for recent relevant experience? Can the sub-contractors provide references or should they be solely provided by the prime contractor?

Answer

Yes. Include all relevant references for projects of similar size and scope. Offerors may submit all relevant references for the Prime and Subcontractor(s).

Question # 16

Should references be submitted by July 9th directly to Arza Gardner or can the bidder provide in their proposal submission?

Answer

Include the list of references and required contact information with the proposal.

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Question # 17

Is there on-site storage for weapons at all armed locations? If there is no storage at some facilities, what are the total numbers of weapons required?

Answer

The Government will not store weapons at any location. The total number of weapons depends on the number of armed SPOs required for the Contract. (See revised Attachment J).

Questions # 18

Are vests required for the safety of the armed security personnel?

Answer

This is a decision to be made by the Contractor.

Question # 19

Please indicate the caliber of firearms required for the contract.

Answer

.38 Caliber Revolvers

Question # 20

Attachment A-Form of Contract. There is no information on this document, is this correct?

Answer

See Attachment A- Form of Contract.

Question # 21

Is the requirement for 51% or 35% of District residents working on this contract? There is conflicting information between some areas of the documents.

Answer

The requirement is for 51% District residents.

Delete Section C.3, 1st paragraph.

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Replace with:

At least fifty-one percent (51%) of the Offeror's Team and every subconsultant's employees hired after the Offeror enters into a contract with the Department, or after such subconsultant enters into a contract with the Offeror, to work on this project, shall be residents of the District of Columbia.

Question # 22

What are the payment terms? When should the Contractor expect to receive payment? As a small business the FAR allows for a Net 10 payment option. Will DGS consider this option?

Answer

Net 30 days. Payment will be received 30 days after the receipt of a proper invoice. The District's "Payment" clause in Section 7 of the "Form of Contract" states the following, "The Contractor shall bill the Department on a monthly basis. Each invoice shall itemize all of the work performed during the preceding month. All invoices shall be submitted to the COTR." The District Government is not governed by the FAR.

Question # 23

How is the District Government going to evaluate a firm's ability to make payroll for their workers and ensure no violations are made with their Collective Bargaining Agreement?

Answer

The Contracting Officer, before making an award will determine whether or not the Contractor is capable of meeting all requirements set forth in the RFP. Also, frequent unscheduled and unannounced visits and audits of contractor records will be performed in order to ensure the Contractor is in compliance throughout the term of the contract.

Question # 24

Living Wage- It has been expressed that these wages and benefits exceed the Living Wage information. We understand it is due to increase this summer, can the bidders be provided this information from the CBA/Rider?

Answer

See No. 3

Question # 25

Is Laurel Maryland location part of Sector 2?

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Answer

No.

Question # 26

Does the CBE need to be licensed in the state of Maryland by June 9, 2014?

Answer

The CBE does not need to be licensed in the state of Maryland at all for the requirements of this contract.

Question # 27

Is the Contractor required to provide any vehicles for the Contract? If so, are they billable? What is billable, the lease, gas, maintenance, equipment, etc.?

Answer

No vehicles are required.

Question # 28

Is it necessary to provide a Bid Bond for \$50,000.00 and the Performance Bond for \$1,000,000.00? These are large expenditures for a small business. It typically takes upwards to 30 to 90 days depending on institution to approve a bond over a certain amount in addition in order to be considered to be a small business economically disadvantage business assets of owners are limited beyond a certain threshold. In order to be qualified to receive a bond in the requested amount the owner of a company would have to exceed that limit.

Answer

Yes a Bid Bond in the amount of \$50,000 is a requirement.

Delete in its entirety Section B.32 Performance Bond

Question # 29

Will the District Government be willing to consider an Insurance Certificate with less than an A-rating and surplus less than XV score from Section G.16.?

Answer

No.

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Question # 30

Section C.4 requires that at least 35% be sub-contracted to a licensed LSDBE, is this necessary if the CBE is also a LSDBE?

Answer

No, see Section C.4.3

Question # 31

Who are the team members of the evaluation committee?

Answer

Team members of the evaluation committee are not disclosed to the public.

Question # 32

In the event that an offeror is required to prepare an oral presentation, will there be any guidelines and requirements given on what needs to be presented?

Answer

Guidelines will be provided if oral presentations are required.

Question # 33

For these assignments, can you provide historical details such as how many assignments, what type of assignments (pools, elections, etc.), the personnel deployment and type of personnel required.

Answer

All posts are for security guards. No historical details will be provided.

Question # 34

Will the government provide radios for the site?

Answer

Yes.

Question # 35

How many radios will be provided for each location?

Answer

1 per site.

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Question # 36

Will the government provide spare batteries and chargers? If not please indicate make and model required?

Answer

Yes. The government will provide one spare battery and one charger per radio.

Question # 37

Page 14-of 24, B.2 Will Call Post. What is the Rate payable to the Contractor?

Answer

See B.12 Will Call Post, the hourly rates on Attachment B are applicable.

Question # 38

Two (2) preference points shall be awarded if the Offeror is certified as a local manufacturing business enterprise". How does a security guard services company qualify as a "manufacturing enterprise"? How do you become a "Certified" CBE? How long does it take?

Answer

As stated in Section C, paragraph C.1, for information regarding certification and preference points, contact the Department of Small and Local Business Development at the following address or telephone number:

Department of Small and Local Business Development
One Judiciary Square Building
441 4th Street, N.W., 9th Floor
Washington, DC 20001
(202) 727-3900 (Telephone Number)
(202) 724-3786 (Facsimile Number)

Question # 39

Item e - How does a security guard services company possess a "workload providing trash collection services"?

Answer

Delete Section F.4.3 (e) trash collection services in its entirety.

Replace with: (e) security guard services

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Question # 40

This being a new Contract entirely for Sector 2, will the winner be required to take over OR to retain all existing employees?

Answer

Service Contract Act Contractors and Subcontractors must offeror qualified incumbent employees a Right of First Refusal.

Question # 41

If liquidation damages are assessed for cause 1) when would the company be notified and 2) the cost associated with it is paid how and when?

Answer

The Contractor will be notified within 48 hours of the incident. Deductions will be taken from the Contractor's invoice, or the Contractor can pay the amount due.

Question # 42

Will Contracts and Procurement publish a Census Report on the Incumbent Contractor's workforce currently performing security services at sites included in the existing contract. As required by the provisions of the RFP and the Department of Labor, Service Contract Act, the winning contractor is required to offer incumbent employee's first rights of refusal to employment opportunities with the contractor awarded the contract. In order to perform the necessary staffing due diligence and analysis it would be extremely helpful to know the tenure of incumbent's employees, accrued sick, annual/vacation, level of education and training, and current status of licenses and certificates that they possess.

Answer

No the government will not publish a Census report. The Contractor, will have to establish a transition plan with the incumbent that will enable them to obtain all necessary documents needed to consider hiring the incumbent's employees.

Question # 43

Will Contracts and Procurement allow the contractor to be given an equitable adjustment when, from time to time, the Department of Labor increases an employee's per hour pay rate, health and welfare. If so when would the contractor be able to apply for reimbursement for such increases.

Answer

Before exercising an option, the Contractor will be required to review the current DOL Wage Determination to ensure hourly rates are in compliance. If an increase is needed, the Contractor should submit, in a timely manner, a cost proposal requesting the funds needed to cover the increase for the current fiscal year.

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Question # 44

May I get a list of potential contractors who have expressed interest in the referenced solicitation?

Answer

See Addendum No. 1 posted on the DGS website.

Question # 45

The outline provided in paragraphs F.4.1-F.4.7, indicates the proposal submission is in one document. Is this a correct assumption, with technical, price, and administrative items (Disclosure Statement, Bid Bond, and Tax Affidavit) in one document? Does the Government have a preference on how the original and 6 copies are bound?

Answer

Delete Section F.4 in its entirety

Replace with:

All submissions shall be submitted on 8 1/2" x 11" bond paper and typewritten. Telephonic, telegraphic, and facsimile submissions shall not be accepted. The Department is interested in a qualitative approach to presentation material. Brief, clear and concise material is more desirable than quantity. The submission shall be organized in two (2) separate sections, Technical and Price Proposals.

Question # 46

Is there a page count limit for F.4.3, F.4.4, or F.4.5 sections?

Answer

No

Question# 47

Section F.4.6, pg. 43 states "Offeror shall include the completed Offer Letter and Unit Price Sheet (Attachment B)." Where is the Offer Letter Template located, or shall contractor format for the Offer Letter be used?

Answer

See Item #2 to this Addendum. The Offer Letter is the cover to the Bid Form Attachment B.

Delete in its entirety Section F.4.6, Price Proposal

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Replace with:

Offerors shall submit the information requested in E.3.3 of this RFP. The Offeror shall also include the completed Offer Letter and Bid Form (Attachment B).

Question # 48

We noticed the Living Wage and the Wage & Determination differed, which should we go by?

Answer

If there are inconsistencies between these two documents, the Contractor shall pay the higher of the two.

Question # 49

Attachment B provides the hours for each labor category, however it is unclear what days and hours of coverage at what post is required. Could the Government provide the required labor category and coverage schedule for each post identified in Attachment J - List of Locations? This would help in the planning of Guard Mount and Relief requirements. For example - Location XXXX - **Labor Category:** Unarmed Guard and SPO; **Coverage Schedule:** M-F, 8am to 5pm.

Answer

See updated Attachment J

Question # 50

Can you provide a breakout for each post? How many posts and what are the hours for each post?

Answer

See updated Attachment J

Question # 51

One of the sites is the Reeves Center. Is the post for this center in the lobby?

Answer

Yes. See updated Attachment J for additional Reeves Center posts.

Question # 52

The current contractor is a large business. Can they bid on the contract?

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Answer

As stated in the RFP, this procurement is being set aside in the Sheltered Market and only CBE's that are certified at the time of submission are eligible to participate. Bidders must be certified under NIGP Code 990-46-00, Guard and Security Services, by the District's Department and Local Business Development (DSLBD).

Question # 53

Will amendments to the RFP be posted to the web site?

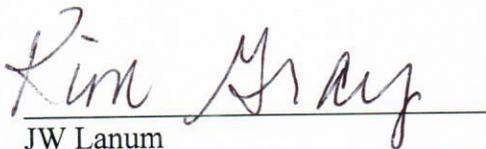
Answer

Yes.

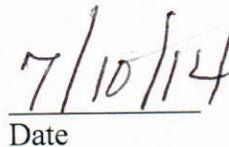
Item # 2

Attachments

Attachment A	Form of Contract
Attachment B	Offer Letter
Attachment C	Collective Bargaining Agreement and Rider Agreement
Attachment J	Updated List of Locations and Hours



JW Lanum
Associate Director/Contracting Officer



Date

- End of Addendum No. 3 -