

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



D.C. DEPARTMENT OF GENERAL SERVICES
Request for Information (“RFI”)
DCAM-19-NC-RFI-0001

This Request for Information is being set-aside for Offerors that are certified by the District of Columbia Department of Small and Local Business Development (DSLBD) as Small Business Enterprises (SBEs).

City-wide Comprehensive Grounds Maintenance and Landscaping Services

Issue Date: May 14, 2019

Public Information Meeting: May 22, 2019, 1:00 p.m. EST
The Frank D. Reeves Municipal Center
2000 14th Street, NW,
6th Floor, DPW Large Conference Room
Washington, DC 20009

Last Day for Questions June 3, 2019 by 1 p.m. EST

Contact: **Domonique L. Banks**
Contract Specialist
Contracts & Procurement Division
2000 14th Street, NW, 8th Floor

Washington, D.C. 20009
Phone: (202) 719-6544
Email: domonique.banks@dc.gov

Proposal Due Date: **Friday, June 14, 2019 2:00 p.m. EST**

Delivery Location: Department of General Services
8th Floor Receptionist Desk
Attn: **George G. Lewis, CPPO C/O Domonique L. Banks**
Chief of Contracts & Procurement
Chief Procurement Officer
2000 14th Street, NW, 8th Floor
Washington, DC 20009
Email: domonique.banks@dc.gov

Introduction:

The Department of General Services (“Department” or “DGS”) is collecting information that may facilitate a formal procurement process and invites contractors to provide input associated with this Request for Information (“RFI”). Any suggestions received through this inquiry may be incorporated into a final scope of work that will provide the basis for a future procurement solicitation. This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. Further, DGS is not at this time seeking proposals and will not accept unsolicited proposals.

NOTE: Responders are advised that the District will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party’s expense. Not responding to this RFI does not preclude participation in any future RFP, if any is issued. If a solicitation is released, it will be posted on the Department of General Services Contracting and Procurement Solicitation website: <https://dgs.dc.gov/page/dgs-solicitations>.

The Department is requesting responses from persons and entities having the qualifications and expertise who wish to be considered for City-wide Comprehensive Grounds Maintenance and Landscaping Services described in the “Background Section”.

Background:

The Department of General Services “DGS” seeks to ensure that all 800 plus Property Sites display a clean, beautiful and professional appearance to the public, and promote the growth of healthy grass, trees, shrubs, flowers and plants in and around the District. Therefore, the Department seeks to assess the capabilities and capacity of contractors to maintain the aforementioned goal and possibly provide new insights on how to improve the current landscaping and mowing model practice. At present, these properties are maintained through a “comprehensive grounds maintenance services” Contract; with the portfolio encompassing District of Columbia Public Schools, Department of Parks and Recreation Centers, Metropolitan Police Districts, Fire and Emergency Medical Service and Municipal facilities throughout all eight (8) wards of the District of Columbia and two facilities located outside the City boundaries. Perspective properties range from as small as triangle parks or greater than the New Beginnings Facility located in Laurel, Maryland.

The aforementioned properties with the exception of the vacant lots (which only require mowing) require the following services:

- Mowing Services;
- Mulching Services;
- Pruning Services;
- Leaf Removal Services;
- Weed Treatment Services;

- Beautification/ Flowers Services (Graduation Season and as needed) and
- Snow Clearing Services

Due to the seasonal nature of these services, the Department expects the following components:

- Service Schedule;
- Landscaping Plan;
- Quality Control Plan;

Objective of RIF:

This RFI provides the opportunity for contractors to assist the Department with gathering technical information relative to the project delivery method related to providing city-wide comprehensive grounds maintenance, and landscaping services. **Responses to this RFI will not be used to qualify proposers/bidders for future solicitations, nor are they a pre-condition to responding to future Request for Proposal (“RFP”).**

The Department is contemplating issuance of a Firm-Fixed Price Indefinite Delivery, Indefinite Quantity contract based fixed, fully-loaded per square foot rates for the services described herein. The objective of this RFI is to engage potential offerors in providing the following information:

- i. Interest in proposing on this project;
- ii. Identify potential challenges;
- iii. What potential cost impacts are associated with the chosen contract method?
- iv. Identify potential challenges with meeting the scope of services.
- v. Provide critical service related milestones;
- vi. Provide any other potential challenges that the offerors can identify.

Responses to RFI:

RFI responses must include:

- Name of Company
- Primary business and corporate mission
- Email address
- Phone number
- Identification of other key individuals who collaborated on the RFI response;
- A brief summary description of previous relevant experience which, identifying and speak to the Company leading practices and capabilities in the landscaping and mowing parcels;
- Describe past successes you have had in delivering similar services. Provide contact information for three organizations where you have previously provided services of similar size and scope;

Company Profile – provide your firm’s name, contact name, street address, mailing address if different, email address, and telephone numbers of the Offer or along with a description of the firm, and any potential sub-contractors or other partners Phone number\Identification of other key individuals who collaborated on the RFI response;

The Department desires to identify District companies with a preference towards Certified Business Enterprises who have a proven track record and capacity to complete city-wide comprehensive grounds maintenance, landscaping and mowing work in a timely and efficient manner. The aforementioned should be justified by case studies and examples.

All RFI responses shall be emailed to Domonique Banks, Contract Specialist at domonique.banks@dc.gov by 2:00pm on June 14th.