Request for Proposals (RFP)
ENERGY EFFICIENT LIGHTING SYSTEMS RETRO符TS, SENSORS AND CONTROLS
DCAM-18-NC-0019

Addendum No. 01
Issued: December 1, 2017

This Addendum No. 01 is issued by the Department of General Services (DGS) on December 1, 2017. Except as modified herein, the Request for Proposals (RFP) remains unmodified.

Item No. 1 – Pre-Proposal Conference Agenda

Add/I mcorporate: Exhibit A to Addendum No. 01 – Pre-Proposal Conference Agenda

Item No. 2 – Pre-Proposal Conference Sign-in Sheet(s) & Business Cards

Add/I mcorporate: Exhibit B to Addendum No. 01 – Sign-in Sheets/Business Cards

All other terms and conditions remain unchanged.

Kimberly Gray  
Supervisory Contract Specialist | Contracting Officer Goods & Services

Date 12/1/17

- End of Addendum No. 01 -
Request for Proposals (“RFP”)
Energy Efficient Lighting Systems Retrofits, Sensors and Controls
Solicitation No. DCAM-18-NC-0019
Pre-Proposal Conference
Wednesday, November 29, 2017 @ 10:00 A.M. EST

AGENDA

1. Welcome/Introductions
   • Contracts & Procurement
   • Sustainability & Energy Program Team

2. Procurement Schedule
   • Issue RFP .................................................................November 20, 2017
   • Pre-proposal Conference .................. Wednesday, November 29, 2017 at 10:00 A.M.
   • Last Day for Questions/Clarifications ............. Monday, December 4, 2017
   • Proposals Due .......................Tuesday, December 14, 2017 by 10:00 A.M. (Section L.3.1)

3. Project Description/Requirements
   • Set-Aside (SBE) Market Participation
   • Small to medium sized lighting retrofit and smart lighting systems projects
   • Indefinite Delivery Indefinite Quantity (IDIQ) type of contract based on time and materials with a cost reimbursement component for materials; a maximum 10% mark-up on cost of materials allowed
   • Task Order Process/Task Order Pricing
   • Rebates and Warranties
   • Recycling
   • Applicable Documents
   • Key Personnel

4. Proposal Submission Requirements (Section L)
   • The Technical Proposals and Price Proposals are to be individual submissions.
   • One (1) identifiable Original proposal and three (3) hard copies for both the Technical and Price Proposals.
   • Proposals should be on 8.5 x 11” paper and bound, submitted in a 3-ring binder with each section separated by tabs; original proposals shall be single-sided and copies may be double sided.
   • Include a USB Flash Drive with soft copies of both the Technical Proposal and Price Proposal.
     o The electronic Price Proposal submission must be in an MS Excel file.
   • Separately Package Technical Proposals and Price Proposal in sealed envelopes conspicuously marked:
5. **Evaluation Criteria (Section M)**
   - Relevant Experience & Past Performance of Team (30) *Section L.2.2.1*
   - Relevant Experience of Key Personnel (20) *Section L.2.2.2*
   - Project Management Plan (30) *Section L.2.2.3*
   - Price (20)
   - Up-to (12) CBE Preference Points

6. **Questions**
   - Note: Verbal answers provided at the pre-proposal conference are only intended for general discussion and do not represent the Department’s final position. All oral questions must be submitted by potential Offerors in writing no later than **December 4, 2017** in order to generate an official answer. Official answers will be issued by an Addendum to this RFP and posted on the DGS website at [www.dgs.dc.gov](http://www.dgs.dc.gov).
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<tr>
<td>1</td>
<td>GERALD H. DRAPER</td>
<td>DRACO CORPORATION</td>
<td>202 437-1801</td>
<td><a href="mailto:GHDRAPER@VERIZON.NET">GHDRAPER@VERIZON.NET</a></td>
<td>Y</td>
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<tr>
<td>2</td>
<td>JAMES BISER</td>
<td>NATI / AMD</td>
<td>202 365-1884</td>
<td><a href="mailto:JBISER@HARDWARE.COM">JBISER@HARDWARE.COM</a></td>
<td>Y</td>
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<td>3</td>
<td>CARLTON DAVIS</td>
<td>LED PARTNERS</td>
<td>202 684-4780</td>
<td><a href="mailto:CARLTONLEDPARTNERS@GMAIL.COM">CARLTONLEDPARTNERS@GMAIL.COM</a></td>
<td>Y</td>
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<td>4</td>
<td>MEHDI BOUHOUSSE</td>
<td>GREENSCAPE ENVIRONMENTAL SERVICES</td>
<td>202 489-3647</td>
<td><a href="mailto:MBHOUSSE@GREENSCAPEENVIRONMENTAL.COM">MBHOUSSE@GREENSCAPEENVIRONMENTAL.COM</a></td>
<td>Y</td>
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<tr>
<td>5</td>
<td>RANDY CARROLL</td>
<td>KEYSTONE PLUS</td>
<td>202 857-7903</td>
<td><a href="mailto:RCarroll@keystonedc.com">RCarroll@keystonedc.com</a></td>
<td>N</td>
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<td>6</td>
<td>RENEE HEUSSON</td>
<td>GB ENERGIE LED</td>
<td>240.401.6077</td>
<td><a href="mailto:RENE@GBENERGIELED.COM">RENE@GBENERGIELED.COM</a></td>
<td>Y</td>
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<tr>
<td>7</td>
<td>RENEE INGRAM</td>
<td>DIVERSIFIED ENTERPRISES</td>
<td>202 370-6314</td>
<td><a href="mailto:RINGRAM@DIVERSIFIEDENTERPRISES.COM">RINGRAM@DIVERSIFIEDENTERPRISES.COM</a></td>
<td>Y</td>
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<tr>
<td>8</td>
<td>KAREN ARAYO</td>
<td>DGS</td>
<td>202 545-3335</td>
<td><a href="mailto:KAREN.ARAYO@DC.GOV">KAREN.ARAYO@DC.GOV</a></td>
<td>Y</td>
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<tr>
<td>9</td>
<td>KIMBERLY GRAY</td>
<td>DGS</td>
<td>202 724-4121</td>
<td><a href="mailto:KIMGRAY@DC.GOV">KIMGRAY@DC.GOV</a></td>
<td></td>
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<tr>
<td>10</td>
<td>ZACH WILSON</td>
<td>DGS (CONTRACTOR)</td>
<td>202 669-6116</td>
<td><a href="mailto:ZACH.WILSON@DC.GOV">ZACH.WILSON@DC.GOV</a></td>
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<td>No.</td>
<td>Name</td>
<td>Company</td>
<td>Phone No</td>
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<tr>
<td>1</td>
<td>Andre Thomas</td>
<td>A. Wash Associates</td>
<td>(202) 388-4000</td>
<td><a href="mailto:amthomas2007@comcast.net">amthomas2007@comcast.net</a></td>
<td>Y</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>(202) 426-1574</td>
<td><a href="mailto:a.thomas@awwashassociates.com">a.thomas@awwashassociates.com</a></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Cameron Harvey</td>
<td>Access Green</td>
<td>(202) 905-4050</td>
<td><a href="mailto:Cameron@accessgreen.com">Cameron@accessgreen.com</a></td>
<td>Y</td>
</tr>
<tr>
<td>3</td>
<td>Steve Clausman</td>
<td>Access Green</td>
<td>571. 334. 7986</td>
<td><a href="mailto:Steve@accessgreen.com">Steve@accessgreen.com</a></td>
<td></td>
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<tr>
<td>4</td>
<td>Zach Dobelacker</td>
<td>DGS</td>
<td>202 727 8760</td>
<td><a href="mailto:Zach.dobelacker@dgs.gov">Zach.dobelacker@dgs.gov</a></td>
<td>Y</td>
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<tr>
<td>5</td>
<td>Sybil Caldwell</td>
<td>DGS</td>
<td>202 244 2700</td>
<td><a href="mailto:Sybil@headpartners.net">Sybil@headpartners.net</a></td>
<td>Y</td>
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<tr>
<td>6</td>
<td>James Tillman</td>
<td>Freeway Construction</td>
<td>202-584-8581</td>
<td>Freeway@freeway-</td>
<td>Y</td>
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<td>construction.com</td>
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<tr>
<td>7</td>
<td>Clyba Evans</td>
<td>Earth Worth</td>
<td>202-302-7781</td>
<td><a href="mailto:Clyba@earthworthdc.com">Clyba@earthworthdc.com</a></td>
<td>Y</td>
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DRACO Corporation

GERALD H. DRAPER
President

6300 34th Street SE
Washington, DC 20020
202 584-0116
ghdraper@verizon.net

Mr. James Tillman
Project Manager

20 Girard Street #2, NE,
Washington, D.C. 20002

Office: 202-658-4851
Fax: 240-245-3299
Website: www.freeway-construction.com
Email: jtillman@freeway-construction