GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Request for Proposal ("RFP")

Comprehensive Janitorial and Related Services for the Department of Youth Rehabilitation Services ("DYRS") Youth Services Center ("YSC") Center

DCAM-19-NC-RFP-0008

Addendum No. 03
Issued: August 15, 2019

This Addendum No. 03 is issued by DGS on August 15, 2019. Except as modified herein, the Request for Proposal ("RFP") remains unmodified and is hereby published on the DGS website.

Item No. 1 **DCAM-19-NC-RFP-0008 REVISED 12-AUGUST-2019**

Clarification

Changes to the RFP Document, DCAM-19-NC-RFP-0008 Revised 12-August-2019 by Addendum No. 02, Item No. 1 are easily identified in blue text throughout the document. To aid in the ease of understanding the District's changes, please see below reference list:

PAGE	SECTION NO.
3	B.2.2.1
4	B.2.2.1.2
5	B.2.2.1.3
6	B.2.2.1.4
7	B.2.2.1.5
23	C.6.3.9
35	C.6.11.12.6
36-37	C.7.7.1 – *removed item (i)*
47	C.9.6.1
53	F.3
54	G.2.1
56	G.4.3
63	H.2.1
84	Removed blank page

Item No. 2 **Standards of Conduct**

Add/Incorporate *Section C.9.11 Standards of Conduct*

C.9.11.1 **Generally.** The Contractor shall develop and maintain satisfactory standards of personnel and employee competence, conduct, appearance, and integrity, and shall take necessary disciplinary action with respect to staff, and all personnel providing work under this Contract, as may be necessary. The Contractor shall ensure that the Contractor's staff do not disturb operations, remove papers on desks, open desk drawers, or cabinets, or use District supplies, computers, telephones, and/or office equipment except as authorized.

C.9.11.2 **Non-Fraternization Policy.** In accordance with the Government of the District of Columbia, Department of Youth Rehabilitation Services, Policy and Procedures Manual DYRS Policy No. 006, titled "Prevention of and Response to Sexual Misconduct" incorporated hereto as ***Attachment J.15***, and DYRS Policy No. 013 "Youth Grievance Policy" incorporated hereto as ***Attachment J.16***, the District and DYRS have an established zero-tolerance approach to sexual misconduct against youth in DYRS custody or retaliation of a report of sexual misconduct. Accordingly, the Contractor and its staff are held to the same District of Columbia and Federal laws and regulations including, but not limited to, DYRS Establishment Act, D.C. Official Code §§ 2-1515.03-1515.06, the District of Columbia Personnel Manual (DPM), Chapters 16 and 18, the Prison Rape Elimination Act of 2003 (PREA), 42 U.S.C. 15601 *et seq.*, and the Department of Justice regulations implementing the PREA standards, 28 C.F.R. Part 115. ***The policies and procedures herein shall apply to every DYRS staff member and every person who enters a DYRS Facility; Youth Services Center ("YSC") or New Beginnings Youth Development Center (New Beginnings) including contractors and volunteers.***

Item No. 3	**Key Personnel**
Delete in its entirety:	All referee to Floor Care Specialist(s) in sections **Section [C.9.2(3)]** and **Section [M.3.1.2(3)]**.
Replace with:	**Floor Care Specialist(s):** shall supplement the team to provide continuous specific floor type services including stripping, waxing and buffing services. The Offeror shall demonstrate its FCS(s) ability and past performance as it related to addressing the following expert requirements: i. Proven experience providing floor care services under the below conditions and demonstrated knowledge of industry standards, current technology, methods and trends for efficient floor maintenance services: a. high-traffic areas which add extra challenges to the cleaning process. High-traffic areas could include one or more of the following: stairways, lobbies, throughways, entrances and exits, primary and secondary hallways, and restrooms, cafeterias, elevators, manufacturing areas, or excessively busy and soiled areas, b. Implementation of techniques to prevent soil from entering the facility, c. Staffing and scheduling appropriately, to keep high-traffic areas in good shape, and in order to maintain acceptable levels of quality, health, safety, and appearance, d. Prevent slips and falls, e. Utilization and implementing of the most current industry standards related to specific floor type care. ii. At least one (1) year experience as a floor care specialist providing services of similar size, scope and complexity.
Item No. 4	**M.3.1.3 Daily Operations Management Plan (20-Points)**
Delete in its entirety	**Section [M.3.1.3(i)]** Key Personnel
Replace with:	**Key Personnel:** and their specific roles in managing and executing the services level standards;

a. description of the Offeror's Key Personal daily job responsibilities (e.g. (i) the Operation's Manager, (ii) the Site Supervisor(s)/Crew Leader(s), (iii) Floor Care Specialist(s), and (iv) the Janitorial Crew staff, and
b. Staffing levels and schedules which clearly summarize a day-in-the life of the facility janitorial operations

Item No. 5 **Explanation to Prospective Offerors**

Add/Incorporate *The Districts response to Prospective Offerors request for clarification is hereby incorporated by this Addenda No. 03 as* ***Exhibit A***.

Item No. 6 **Section J – Attachments**

Delete in its entirety: Section J - Attachments

Replace with: *Section J – Attachments incorporated into this Addendum No. 03 as* ***Exhibit B.***

Item No. 7 **DYRS-006 – Prevention of and Response to Sexual Misconduct**

Add/Incorporate *The Government of the District of Columbia Department of Youth Rehabilitation Services Policy and Procedures Manual, DYRS-006 "Prevention of and Response to Sexual Misconduct" as* ***Exhibit C*** *to this Addendum No. 03.*

Item No. 8 **DYRS-013 – Youth Grievance Policy**

Add/Incorporate *The Government of the District of Columbia Department of Youth Rehabilitation Services Policy and Procedures Manual, DYRS-013 "Youth Grievance Policy" as* ***Exhibit D*** *to this Addendum No. 03.*

Item No. 9 **Proposal Submission Deadline**

Delete in its entirety: Tuesday, August 20, 2019 at 11:00 a.m. EST on the Cover page, and **Section [L.7].**

Replace with: The Proposal Submission deadline is hereby extended; the new Proposal Submission Deadline is Thursday, August 22, 2019 at 11:00 a.m. EST

All other terms and conditions remain unchanged.

Kimberly Gray
Supervisory, Contract Specialist/Contracting Officer
Goods & Services

August 15, 2019
Date

~End of Addendum No. 03~