

Contracts & Procurement

Request for Proposal Property Management Services at John A. Wilson Building DCAM-23-NC-RFP-0007

Addendum No. 01 Issued: January 24, 2023

This Addendum No. 01 is issued by the Department of General Services (DGS) on January 24, 2023. Except as modified herein, the Request for Proposal ("RFP") remains unmodified.

Item No. 1 Pre-Proposal Webinar Conference PowerPoint Presentation

Add/Incorporate: Exhibit A to Addendum No. 01 – Pre-Proposal Webinar

Conference PowerPoint presentation.

Item No. 2 Pre-Proposal Webinar Conference and Site Visit Attendance

Roster

Add/Incorporate: Exhibit B to Addendum No. 01 – Pre-Proposal webinar Conference

Attendance Roster; and Facility Site Visit Attendance Roster.

Item No. 3 Price-Cost Proposal

Delete in its Entirety: Exhibit J.7 Price-Cost Proposal (DCAM-23-NC-RFP-0007)

Replace With: Exhibit J.7 Price-Cost Proposal (REV. 24-Jan-2023)

Item No. 4 Section B.6 – Designation of Solicitation Change from SBE to

CBE

Delete in its Entirety: Section B.6 DESIGNATION OF SOLICITATION FOR THE

SMALL BUSINESS SET-ASIDE MARKET ONLY

Replace With: Section B.6 DESIGNATION OF SOLICITATION FOR

THE CERTIFIED BUSINESS SET-ASIDE MARKET ONLY

This RFP is designated only for certified business enterprise ("CBE") offerors under the provisions of the "Small and Certified Business Enterprise Development and Assistance Act of 2014",

D.C. Official Code § 2-218.01 et seq., as amended.

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B.6.1 Offerors must be certified by the Department of Small and Local Business Development ("DSLBD") as a CBE at the time of the Proposal Submission Deadline in order to be eligible to participate in this solicitation. Offerors that are found to be non-CBEs at the time of the proposal due date will be deemed non-responsive and their submission will not be considered.

B.6.2 Joint Venture Exclusion. Pursuant to DC Code §§2-218.02 (1D) – (1E) and 2-218.39a, a joint venture is not a CBE; therefore, certified joint ventures are excluded from responding to this RFP. Offerors looking for specific information should contact the Department of Small and Local Business Development ("DSLBD") directly at (202) 727-3900.

Item No. 5 Clarification on Joint Ventures

For the avoidance of doubt, joint ventures are **excluded** from this solicitation because this RFP is in the set-aside market.

Item No. 6 Special Provisions Related to the COVID-19 Emergency

Delete in its Entirety: Section B.9 – SPECIAL PROVISIONS RELATED TO THE

COVID-19 EMERGENCY

Item No. 7 Section H – Campaign Finance Reform Act

Add/Incorporate: Section H.19 Campaign Finance Reform Act

The Contractor agrees to comply with the Campaign Finance Reform Act certification requirement (**Attachment G**) pursuant to D.C. Official Code § 1-1161.01 and will satisfy all self-certification requirements prior to the execution of any task order, as applicable.





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Item No. 8 Section J - Exhibits

Delete in its Entirety: Section J - Exhibits

Replace With: Section J – Exhibits

The following list of exhibits are incorporated into the solicitation

by reference.

EXHIBIT NUMBER	DOCUMENT	REFERENCE
	EXHIBITS TO THE SOLICITATION	
J.1	Government of the District of Columbia's Department of General Services Standard Contract Provisions for Supplies and Services Contracts, January 2016	Ref.
J.2	U.S. Department of Labor Wage Determination 2015-4281, Revision 25 dated December 27, 2022	Ref.
J.3	Way to Work Amendment Act of 2006 - Living Wage Notice & Fact Sheet	Ref.
J.4	Electrical Equipment List	Ref.
J.5	Mechanical Equipment List	Ref.
J.6	Plumbing Equipment List	Ref.
J.7	Price-Cost Proposal	Submittal
J.8	Vendor-Submission Portal Instructions	Ref.
ATTACHMENT NUMBER	DOCUMENT	COMPLIANCE
	REQUIRED COMPLIANCE DOCUMENT	
A	Bidder/Offer Certification	COMPLIANCE
В	DOES First Source Employment Agreement	COMPLIANCE
C	DOES First Source Employment Plan	COMPLIANCE
D	DSLBD SBE Subcontracting Plan Form	COMPLIANCE
E	EEO Policy Statement Agreement & Employer Information Report	COMPLIANCE
F	Certificate of Clean Hands – https://mytax.dc.gov/_/	COMPLIANCE
G	Campaign Finance Reform Contractor Self-Certification Form	COMPLIANCE
Н	Past Performance Evaluation Form	COMPLIANCE
I	DC Business License	COMPLIANCE
		COMPLIANCE

Item No. 9 Campaign Finance Reform Contractor Self-Certification Form

(attachment)

Add/Incorporate: Attachment G - Campaign Finance Reform Contractor Self-

Certification Form, as *Exhibit C* to Addendum No. 01





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Item No. 10 **Past Performance Evaluation Form (attachment)**

Attachment H – Past Performance Evaluation Form, as Exhibit *Add/Incorporate:*

D to Addendum No. 01

Item No. 11 Sections L.2.3 and L.2.4 – Proposal Organization and Content

Delete: Sections L.2.3 and L.2.4

Replace With: L.2.3 The offeror shall submit the following attachments in its

electronic submittal: (1) a technical proposal, (2) a price-cost **proposal**, and (3) compliance documents. Please note two of the upload fields have a maximum file size of 100MB and the third

upload has a maximum file size of 50MB.

L.2.4 The offeror shall label each attachment, i.e., "Technical Proposal", "Price-Cost Proposal", and "Compliance Document

Package."

Item No. 12 Section L.2.5.1 – Technical Proposal Organization

Section L.2.5.1 Delete in its Entirety:

Replace With: L.2.5.1 Technical Proposal must be organized and prepared as

follows:

1. Table of Contents:

2. Each page of the proposal must be numbered consecutively;

3. Proposals shall be typewritten in 12-point font size; with each section separated (i.e., (i) Relative Experience; (ii) Project Team Qualifications and Resumes; and (iii)

Management Plan).

4. Offerors' Past Performance Evaluation Forms (Attachment H). The Offeror shall provide no less than three (3) Past Performance Evaluations forms completed by its clients where providing comparable relative and related

services defined by this RFP.

Item No. 13 **Section L.2.7.2 – Compliance Documents Package**

Delete in its Entirety: Section L.2.7.2





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Replace With:

L.2.7.2 The Offeror shall complete in their entirety the following compliance documents and submit as a complete package:

- 1. Bidder-Offeror Certification Form
- 2. DOES First Source Employment Agreement
- 3. DOES First Source Initial Employment Plan
- 4. DSLBD SBE Subcontracting Plan
- 5. EEO Employer Information Report and Mayor's Order 85-85
- 6. Certificate of District City-wide Clean Hands (https://mytax.dc.gov/_/)
- 7. Campaign Finance Reform Contractor Self-Certification Form
- 8. Valid (active) DC Business License
- 9. DSLBD CBE Certification Information

Item No. 14

Section M.3.1.1a – Relevant Past Projects (15 points)

Delete in its Entirety:

Section M.3.1.1a Relevant Past Projects (15 points)

Replace With:

Section M.3.1.1a Relevant Past Projects (15 points): This factor will be evaluated based on the following:

- a. Offeror shall submit a list a minimum of three (3) current or previous contracts (at least one (1) project shall be outside of DGS) that best illustrate the firm's experience and capabilities performing identical or similar work in size and scope of this project within the last five (5) years. Descriptions of these contracts shall include at minimum the Name of Company, Title and Description of the Project, Contract Number, Dollar Amount, and Period of Performance, Name of the Contact Person, and Title, and Telephone Number and email address.
- b. Offeror shall demonstrate experience on contracts with the Department and any other entity in terms of quality of work and compliance with performance schedules.
- c. Offeror shall submit Past Performance Evaluation Forms (**Attachment H**) provided by past clients who can document the offeror's ability to provide services specified in this RFP. Each reference shall be from a client for whom the Offeror has provided services within five (5) years.

All other terms and conditions remain unchanged.





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Domonique L. Banks

1/24/2023 Date

Domonique Banks

Contracting Officer, Supervisory Contract Specialist

Goods & Services

- End of Addendum No. 01 -



