

Request for Proposal (“RFP”)
DCAM-24-NC-RFP-0009 | Property Management (PM) Services for Duke Ellington School of the Arts

Addendum No. 04

Issued: November 7, 2023

This Addendum No. 04 is issued by DGS on November 7, 2023. Except as modified herein, the Request for Proposal (“RFP”) remains unmodified and is hereby published on the DGS website.

Item No. 01

Proposal Submission Date and Time

Delete In Its Entirety

L.4.1.4

Replace with:

This Addendum No. 04 hereby extends the proposal submission deadline as follows:

L.4.1.4 Proposals must be submitted into the Department's QBSP system (Vendor Submission Portal Instructions – **Attachment A.10**) no later than **2:00 p.m. EST on November 30, 2023.**

Department's QBSP Portal:

<https://octo.quickbase.com/db/bq7rujdk2?a=dbpage&pageID=2>

Solicitation ID:

DCAM-24-NC-RFP-0009

Project Name:

Property Management Services at Duke Ellington School of the Arts

Designated Senior Contract Specialist:

Carla Haynes

Note: Offerors may group multiple required exhibits/attachments into a single pdf and submit to (1) of the (3) file uploads (up to the maximum file sizes). Two of the uploads have a maximum file size of 100MB and the third upload has a maximum file size of 50MB. Additionally, for the avoidance of confusion and not to the contrary, there is no limit to the number of times an Offeror may access and submit documents through the Vendor Submission Portal but only documents received by the due date and time will be accepted by the Department.

- s. Description of staffing, responsibilities, and schedule;
- t. List of key personnel along with complete contact information;
- u. Identification of appropriately licensed and certified technicians;
- v. Quality control program;
- w. Phase-in Transition Plan;
- x. Conceptual Phase-out Transition Plan; and
- y. Screening and Background Check Compliance Procedure.

Item No. 04 **Non-Emergency Service Calls**

Delete In Its Entirety: **C.5.3.1.4.b**

Replace with: **C.5.3.1.4.b** Respond within twenty-four (24) hours notification of the request or the next business day during Normal Occupant Working Hours. If the request for service is made on a Friday, the Contractor shall respond no later than the following Monday, unless Monday is a District Holiday, in which case, Tuesday would be the deadline for responding to the call.

Item No. 05 **Custodial and Janitorial Services**

Delete in Its Entirety Section **C.5.12.3**, **C.5.12.4**, and **C.5.12.6** due to numbering errors.

Replace with: **C.5.12.3** **Special Cleaning Requirements (*when and where applicable*)**
The Contractor shall comply with the special cleaning requirements for designated areas of the Facility as directed by the COTR or Designee.

C.5.12.4 **Related Services**
The Contractor shall perform the following janitorial and related services on an as-needed basis, at the frequency indicated, or as directed by the COTR or Designee.

C.5.12.4.1 **Utility Work/Emergency Janitorial Requests**
The Contractor shall be responsible for providing utility cleaning services as requested by the COTR. Utility services shall result from one (1) or more of the following developments such as spills, leaks, floods, sickness, or breakage. In addition, the Contractor shall be responsible for providing special cleaning before, during and after special events.

C.5.12.4.2 **Human, Animal and Avian Excrement Removal**

The Contractor shall maintain all steps, entrances, sidewalks, arcades, landings, windows, balconies, and ledges to be free of all humans, animal and avian excrement while following established safety precautions. The Contractor shall be required to have knowledge of cautionary requirements in cleaning areas contaminated by bat, pigeon, or other avian pest excrement. The Contractor shall fully train all employees designated to perform these services using OSHA standards.

1. Guidelines for Removal of Bird Excrement on Buildings

- a. All Contractor personnel shall wear a National Institute for Occupational Safety and Health (“NIOSH”) approved full-face respirator with a high efficiency particulate air (“HEPA”) filter for screening particles of 0.3-micron size. Dust and particle masks are not appropriate.
- b. Respirators shall be used in accordance with OSHA regulations, 29 CFR 1910.134, including fit testing of respirators, maintenance, training, and storage requirements.
- c. The Contractor shall ensure that all Contractor personnel wear protective coveralls, gloves, boots, and hats and do not eat, drink, or smoke in the work area.
- d. The Contractor shall saturate all dry excrement with water under low pressure before removal to prevent debris from becoming airborne. The Contractor shall not scrape, shovel, or sweep dry excrement. The Contractor shall not use any compressed air to remove excrement. The Contractor shall collect all removed excrement in either plastic bags or in vacuums equipped with HEPA filters. The Contractor shall dispose of all collected excrement in accordance with all applicable Federal, State, and local regulations.
- e. The Contractor shall not use metal scrapers or wire brushes on stone, decorative metal, or other ornamental materials. The Contractor shall use only non-metallic tools such as plastic spatulas and brushes with natural fiber or nylon bristles, or their equivalent on historic structures; such tools shall also be used to remove the excrement from all surfaces.
- f. The Contractor shall perform excrement removal on all exterior surfaces from the outside of the building. The Contractor shall ensure that building occupants and the general public are kept clear of the work site during all



operations. The Contractor shall provide all barricades and signage necessary for public protection.

- g. The Contractor shall seal all interior work sites to prevent the spread of dust into adjacent areas. The Contractor, prior to cleaning operations, shall remove movable objects that are not being cleaned from the work site. The Contractor, prior to cleaning operations, shall cover non-movable objects that are not being cleaned. The Contractor shall not commence cleaning operations until the HVAC system servicing the interior work site has been shut down.
- h. Historically, excrement removal practices often mandate the application of a disinfectant on the excrement prior to its removal and/or on the affected surfaces after the removal process. Nowadays, most authorities agree that there is no need to apply anything to the excrement except water, although the use of a detergent will help remove the excrement from the surface. Since the route of the infection with harmful organisms living in the excrement is via respiration, they are rendered biologically neutral if they are not airborne. In many cases, the most efficient way to apply water under low pressure to dry excrement is by means of a hand-operated sprayer.

C.5.12.4.3 Support Services

The Contractor shall furnish the required manpower, cleaning materials, and equipment for the support services described below.

1. Service lobbies and high public use areas.
2. Perform special cleaning required by building occupants vacating specific building areas; conferences, hearings, cleanup work made necessary by water infiltration and similar occurrences.
3. Assist in loading, unloading, and distribution of building supplies needed for general building operation, not tenant moves.
4. Provide additional cleaning and servicing requirements as identified by the COTR.
5. Set-up and dismantle tables and chairs for lobby displays for press conferences, meetings, and special events, as needed. Set-up and removal of tables and chairs for displays and events in common areas, or any other building function as directed by the COTR.

6. Function as onsite incident commander during building emergency response situations and drills during the course of Normal Occupant Working Hours and after.
7. Report fires and hazardous conditions to the COTR.
8. Lock rooms in security areas after cleaning and return keys to designated office.
9. Turn in lost and found articles to the DGS Protective Services Division staff on duty or designated lost & found area.
10. Notify the DGS Protective Services Division staff on duty when unauthorized or suspicious persons are seen on the premises.
11. During inclement weather, lay out floor mats in entrances and lobbies. Clean, remove, and store mats when no longer required.

C.5.12.4.4 Quarterly

The Contractor shall provide the following related services on a quarterly basis:

- a. **High dusting and cleaning beyond six feet (6')** The Contractor shall maintain all surfaces free from all dust, lint, litter, and soil, beyond seventy inches (72"). Contractor shall maintain all surfaces free from dirt, smudges, and markings. Contractor shall maintain ceiling free from cobwebs and loose dirt.
- b. **Steam clean shower areas** The Contractor shall adhere to the same requirements as documented above in "Clean Interior Spaces – Rooms and Offices" and "Clean and disinfect restroom..." to steam clean shower areas. The Contractor shall steam clean shower areas with a pressure washer having sufficient PSI to remove imbedded dirt, scales, and scum on a quarterly basis or as needed.
- c. **Treatment of hard floor surfaces** (excluding garage) The Contractor shall strip and wax all hard surface floors on a quarterly basis or as directed otherwise by the COTR.

C.5.12.4.5 Semi-annual

The Contractor shall provide the following related services on a semi-annual basis:

- a. **Shampoo carpets and rugs:** The Contractor shall shampoo and deep clean all carpet and rugs, in addition to adherence to the "Vacuum and Spot Clean Carpet" specification above. The result shall be free of streaks, stains, odors, and spots and have a bright uniform color.

- b. **Window washing (inside and outside):** The Contractor shall wash and clean windows, inside and outside, utilizing a squeegee to prevent streaking.
- c. **Wash Venetian Blinds:** The Contractor shall clean and maintain all venetian blinds including slats (both sides) and tape free of all dust, embedded dirt, and cobwebs. While vertical blinds may only be cleaned in place, the Contractor may remove the venetian blinds but shall re-hang them within two (2) business days.
- d. **Loading Dock and Garage Cleaning:** The Contractor shall maintain loading dock and garages free of trash, litter, feces, bird and animal excrement and carcasses, bottles, cups, broken glass, oil, grease, sand, and other foreign matter. The Contractor shall power-wash the perimeter and loading dock and all garages twice (2) a year.

C.5.12.4.6 Annual

The Contractor shall provide the following janitorial related services on an annual basis:

- a. **Strip, seal, and Maintain Garage Floors:** The Contractor shall strip and seal, with two (2) coats of sealant, the garage floors. The Contractor shall also maintain the garage, performing repairs in the garage(s), to include but not limited to painting, patching, concrete, and masonry work.
- b. **Stripped and Refinished Floors:** The Contractor shall maintain all stripped and refinished floors for maximum gloss and uniform sheen from wall to wall including corners. The Contractor shall present all refinished floors in a clean appearance free from scuffmarks or dirt smears. The Contractor shall relocate and return all equipment and furnishings needing relocation during stripping and refinishing to their original positions.

C.5.12.6 Upkeep of Machine and Equipment Rooms and Storage Areas

The Contractor shall maintain machine and equipment rooms and storerooms in a clean and orderly manner. The Contractor shall ensure when work is performed in these areas, the Contractor's personnel shall clean up all debris and leave the area in a presentable condition at the end of each workday.

Item No. 06

Normal Occupant Working Hours

Add/Incorporate

C.3.1.49 Normal Occupant Working Hours for the Facility are typically 7:00 a.m. to 6:00 p.m. For the avoidance of doubt and notwithstanding anything to the contrary; working hours are subject to vary based on the school event schedule.

All other terms and conditions remain unchanged.

Domonique L. Banks
Domonique L. Banks
Contracting Officer
Supervisory, Contract Specialist

November 7, 2023
Date

~End of Addendum No. 04~

