

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



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Invitation for Bid

Closed Caption Television (CCTV) System & Electronic Access Control Maintenance & Repair  
Services for the Metropolitan Police Department (MPD) Locations

**DCAM-16-NC-0077**

Addendum No. 1

Issued: March 18, 2016

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This Addendum No. 1 is issued by DGS on March 18, 2016. Except as modified herein, the  
Invitation for Bid (IFB) remains unmodified and is hereby published on the DGS website.

**ITEM NO.1 SECTION A.6 ATTACHMENTS**

**Delete:** Attachment A - Bid Form

**Replace:** Attachment A – Bid Form – Revision 1

**ITEM NO.2 QUESTIONS & ANSWERS**

**Question No. 1** It appears the contractor will be responsible for not only security hardware, but also electronic door hardware and electronic exit devices (i.e. strikes, delayed egress panic, maglocks, etc.). Is the contractor expected to perform door hardware work with its own labor resources, or can this work be subcontracted to a qualified locksmith? As locksmith rates are variable depending on several factors, can the contractor simply pass-through locksmith charges with a 10% markup, or does the cost for locksmith work need to be factored into our hourly rate?

**Answer:** Yes, the Contractor is responsible for security hardware and the electronic door hardware and exit devices. The Contractor may subcontract on this contract, please refer to Section C.2 LSDBE Utilization. The Department has provided a revised Attachment A, Bid Form. The Contractor shall charge no more than a 10% markup on materials only as stated in Section A.4.2 Mark-Ups.

**Question No. 2** The scope states that the contractor shall have an ample and complete stock of replacement parts sufficient for all CCTV, access control systems, and components. As detailed in the scope, support for this system spans

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multiple sites, multiple systems, multiple manufacturers, multiple security and technology disciplines, etc. As the fulfillment of this contract will require a significant up-front purchase of hardware and materials, will the District fund the procurement of this inventory? Can the contractor invoice MPD up-front for the creation of this spare parts inventory?

**Answer:** No, the District shall not fund the Contractor's inventory. No, the Contractor may not bill MPD for spare parts inventory.

**Question No. 3** Will the District purchase any unused spare parts inventory from the contractor at the conclusion of this contract?

**Answer:** No, the Department shall not purchase spare parts at the conclusion of the contract.

**Question No. 4** The project summary advises that MPD has standardized on RS2 and Dedicated Micros and thus the District seeks to ensure the contractor is properly certified and factory trained to support this program. It goes on to state that copies of the letters and certifications should be provided with the bid response. Is the submission of these letters and certifications suggested or is it required?

**Answer:** Contractor certification letters are a requirement and shall be submitted with bid submission.

**Question No. 5** How should we bill for trip charges to the site? Can this be billed separately or are trip charges supposed to be built-in to the hourly rates that we are bidding?

**Answer:** Contractors shall not bill the Department for trip/travel charges. Contractors shall bill fully loaded hourly rates, refer to Section A.4 Pricing. The Contractor shall only bill for hours worked.

**Question No. 6** Will the MPD interview room CCTV systems, SCIF and similar secure areas be a part of this contract?

**Answer:** Yes

**Question No. 7** Will dedicated on-site parking be available for our technicians at each facility?

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- Answer:** The Department shall not guarantee on-site parking for the Contractor at any facility.
- Question No. 8** What is the mechanism that will allow us to bill for the direct administrative and project management services that are required to support this program? Is there a mechanism that allows us to bill for the hours we will directly spend in invoicing and collections for this program? Reporting and documentation? Service records? Project management and coordination?
- Answer:** The Department does not anticipate a need for administrative and program management services billing. The labor categories required are listed on Attachment A, Bid Form-Revision 1.
- Question No. 9** Per Section B.3.3.3 any cabling issues must be “completed by certified personnel.” Please confirm that BICSI certified personnel will meet this certification requirement.
- Answer:** Confirmed. Yes, BICSI certified personnel will meet the certification requirement.
- Question No. 10** A program of this size and scope will require an electronic database to initiate service requests, track requests, provide reporting, track task orders, etc. to fulfill the reporting and records requirements in sections B.8 and B.9. Is the bidder expected to already have an electronic database system that can be utilized by MPD, or is the development of this database an item that can be billed as part of this contract?
- Answer:** The Contractor expected to have all tools, software and certifications to perform all services as stated in Section B, Scope of Work.
- Question No. 11** How will the work be signed-off? Will the work be completed/accepted by on-site MPD personnel at the conclusion of our services?
- Answer:** At the conclusion of services, an authorized MPD personnel will sign-off on all Contractor work performed.
- Question No. 12** Will the District commit to any set amount of services per month, or is the expectation for the contractor to have resources ready to go on an as-needed basis? Is there any mechanism to compensate the contractor for their down-time/unproductive labor in between service calls, etc.?

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**Answer:** The Department shall not commit to the amount of services required per month and the Contractor shall not be compensated for downtime.

**Questions No. 13** The contract requires the submission of a CBE subcontracting plan per C.2.2 – will the CBE subcontractor be required to have the same certifications (i.e. RS2 certified technicians)?

**Answer:** The Department requires the worker providing the inspection or/and repair services to be certified to perform the work. Either the Contractor or the subcontractor shall have the certification required.

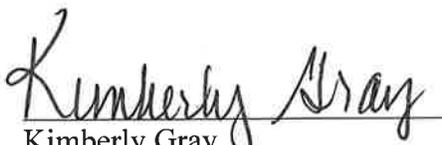
**Question No. 14** If specialty tools (i.e. lifts, specialty testing components, etc.), engineering and design, storage and cleanup services are needed to support this program, what is the mechanism that allows the contractor to bill for these expenses?

**Answer:** The Contractor shall provide the Project Manager a detailed proposal of hours, services and materials needed to complete repair services. The Contractor will be compensated for the services and materials detailed in the proposal, once the Project Manager has approved the proposal.

**Question No. 15** The bid states Dedicate Micros is the Head-End/Storage Solution Network Video Recorders, Are there more than one head-end system as we believe the Agency also uses Aventura.

**Answer:** Detailed in Section B, the purpose of this contract will be to provide support services for Dedicated Micros Head-End/Storage Solutions Network Video Recorders.

All other terms and conditions remain unchanged.

  
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Kimberly Gray  
Supervisory, Contract Specialist  
Goods & Services

  
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Date

- End of Addendum No. 1-