

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



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Request for Proposals  
City Wide Security Guard Services Sectors 1 and 3  
**DCAM-17-NC-0007**  
Addendum No. 4 Issued: December 8, 2016

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This Addendum No. 4 is issued by DGS on December 8, 2016. Except as modified herein, the Request for Proposals (RFP) remains unmodified and is hereby published on the DGS website.

**ITEM NO. 1**                    **Add and incorporate the following Exhibit A to Addendum No. 4:**  
Rider Agreement for D.C. Public Sites Sector 1 and 3, **Attachment J.15.**

**ITEM NO. 2**                    **Add and incorporate the following Exhibit B to Addendum No. 4**  
Performance Bond/Letter of Credit Sample Attachment **J.9**

**ITEM NO. 3**                    **QUESTIONS & ANSWERS**

**Question No. 1**                What is the usual timeframe for payment from the District Government on this contract, how long will it take for invoice submission and payment?

**Answer:**                        Invoices are submitted on a monthly, after services have been provided. Invoices are processed and paid within 30 days from submission and approval.

**Question No. 2**                Does a firm have to have a CBE prime in order to get full points for CBE participation?

**Answer:**                        Yes, The Prime contractor or Joint Venture has to be certified by DSLBD as a CBE in order to receive preference points.

**Question No. 3**                The Bid Bond indicates it shall be maintained until notification of contract award. Can you provide expected award date and also start date?

**Answer:**                        The Department anticipates a contract start date of early March 2017.

**Question No. 4**                Does the District have their own Form or a sample of the required Performance Bond Form that has been used/accepted on previous contracts?

**Answer:**                        See Exhibit A, Attachment J.9

**Question No. 5**                After the base year contract, whenever an option year is exercised, does the District require a new bond, or issuance of a continuation certificate?

**Answer:**                        No.

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**Question No. 6** Can you provide an estimated amount of hours for Will Call Posts and Seasonal Posts? Or provide how many hours of each for the past year(s)?

**Answer:** In FY16 there were 10,161.5 hours for Will Call Posts and 4,630 hours for Seasonal posts.

**Question No. 7** Is the District willing to entertain changes/edits to its base contract language for the purpose of clarification? If so, will the district consider the following:

**A.** We note the requirement in Article 17(b)(4) of the Standard Contract Provisions for the Contractor to assign to the District all rights, title and interest of the Contractor under the subcontracts terminated. Typically subcontracts are never assignable to clients. Will the District agree to delete the cited section?

**Answer:** No, the Department will not change this provision.

**B.** It is common in our industry that any indemnities be limited to the extent of the Contractor's negligence. Is the District willing to agree to the following revision to Article 9 of the Standard Contract Provisions? On lines 4-5 of the first paragraph, would the District consider deleting the phrase "resulting from, arising out of, or in any way connected to activities or work performed" and replace it with the phrase "to the extent directly caused by negligence in performance of the work".

**Answer:** No, the Department will not change this provision.

**C.** We believe that each agreement should define the client's "additional insured" status. Is the District willing to add the following phrase after each reference to "additional insured" in RFP Section I.8.1.1 on page 95; RFP Section I.8.1.5 on page 95; and RFP Section I.8.1.7 on page 96? "...to the extent of the liability assumed by the Contractor under this Agreement and up to the required insurance coverage amount".

**Answer:** No, The Department will no add this language.

**Question No. 8** Security officers are trained to deter security breaches through their visible presence at the property and prompt reporting of suspicious situations. We cannot assume responsibility for the total security of client locations. Is the District willing to agree to the following revisions?

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**A.** Add the following as new RFP Section C.5.2.14 on page 19: “Anything to the contrary notwithstanding, Contractor does not warrant or guarantee that the security services and tasks described above constitute complete security at District locations so as to prevent any incident, loss, theft, damage or injury (including death). District agrees that Contractor has not been engaged as a security consultant with respect to any District location. Contractor agrees to provide the security services and perform the tasks described above in a professional and diligent manner”.

**Answer:** No, the Department will not revise the RFP to include this language.

**B.** Add the following as the new last sentence of RFP Section H.15.1.1.1 on page 83: “Anything to the contrary notwithstanding, District agrees that the liquidated damages and other penalties described below will be assessed against Contractor only where it is established that a security breach as described below is the direct result of the Contractor’s or Contractor’s employees’, agents’ or representatives’ negligence or failure to take the actions directed in the applicable Post Orders”.

**Answer:** No, the Department will not revise the RFP to include this language.

**Question No. 9**

We note the requirement in RFP Section C.12.6.1.2.1.e on page 30 that special police officers shall not have been dishonorably discharged from the U.S. armed forces. We understand that EEOC Enforcement Guidance 915.002 (4/25/12) prohibits blanket exclusions and instead requires a case-by-case analysis of the facts and circumstances of a military discharge to determine whether it truly renders the candidate unsuitable for the position for which (s)he is intended. Is the District willing to replace the cited specification with the following which we believe addresses the analysis required by the Enforcement Guidance as well as the District’s concerns?

**Answer:** No, the Department will not revise the RFP.

**Question No. 10**

Contractor will not assign any Special Police Officer with any military discharge other than honorable to any District location without first discussing all the facts and circumstances of such discharge with the District and obtaining the District’s consent to such assignment. Is this correct?

**Answer:** Yes, this is correct.

**Question No. 11**

What are the certification requirements for the “Certified Instructor”?

**Answer:** Potential Offer’s should contact the DCRA for certification requirements of a Certified Instructor.

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<b>Question No. 12</b>	Are there vehicle requirements for patrols? How many vehicles required?
<b>Answer:</b>	Yes, there are vehicle requirements at special locations. Currently, PSD has two (2) locations requiring one (1) vehicle each.
<b>Question No. 13</b>	If a license is pulled/snatched, how does the vendor communicate with the Mayor's Office?
<b>Answer:</b>	Contractors would need to contact Security Officers Management Branch (SOMB) regarding all licensing issues.
<b>Question No. 14</b>	On page 40, what does the asterisk stand for? Please break down the training hours on that bracket. We are calculating the total for SPO's training is 184, and for S/O's is 67.
<b>Answer:</b>	The asterisk refers to the part of the whole pre-assignment Basic Training Curriculum required 24 hours; Training requirements for the SPO currently are 144 and SO is 84 hours.
<b>Question No. 15</b>	For the site DYRS at 8400 River road in MD. They have a total of 616 billing hours. The current billing is 784 hours per week.
<b>Answer:</b>	See Exhibit C to Addendum No. 4 Attachment J.1.1 Revised Schedule of Security Services & Locations, Sectors 1 and 3.
<b>Question No. 16</b>	We respectively ask that the Bidders be given one (1) full week past the answers provided to extend the due date to ensure that the Bidders have enough time to thoroughly provide a well-thought out response.
<b>Answer:</b>	Refer to Addendum No. 3, Item No. 1 proposal due date.
<b>Question No. 17</b>	How many administrative positions are needed to effectively manage this contract that is non-billable beyond the Project Manager and Training Coordinator?
<b>Answer:</b>	The Contract does not specify a requirement for an additional position; therefore, it is at the discretion of the Contract Awardee.
<b>Question No. 18</b>	There are no unit costs for the Training Coordinator? Does this mean the Contractor must factor these costs into the other billing rates?
<b>Answer:</b>	Yes, the Contractor should factor these cost/billable rates for the Training Coordinator into their bid.

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- Question No. 19**      The contract currently does not require any handling of hazardous waste. Why is there a requirement for a \$1,000,000 Environment Liability Insurance? Can this requirement be waived? This is an undue burden on contractors.
- Answer:**              No, this requirement will not be waived. Officers may be assigned to a site that maybe classified as a hazardous environment.
- Questions No. 20**      Why are subcontractors required to carry the same amount of coverage as the prime when they are proving only a fraction of the work as the prime and therefore only a fraction of the revenue? The question: Are the sub-contractors also required to carry all of the Policies to the same amounts?
- Answer:**              Sub Contractors are a representative of the Prime Contractor; therefore, at any time could perform task that are normally performed by the Prime Contractor.
- Question No. 21**      Section I.7 states that the contractor and subcontractor shall be subject to every provision of the contract. Should this include exemption from sales tax because the work is being performed by subcontractor to the District of Columbia who is tax exempt?
- Answer:**              The Contractor and subcontractors must pay sales tax, there is no exemption
- Question No. 22**      Can you please provide clarification regarding the liquidation charges?
- a.**      Can you provide a screen shot of image in the X-Ray machine of the failed penetration attempt?
- Answer:** No, DGS will not provide this information.
- b.**      Can you provide a picture of the identification used in a failed attempt for I.D. check in a penetration?
- Answer:** No, DGS will not provide this information.
- c.**      Can you provide a picture of the person that performed the penetration for a particular violation?
- Answer:** No, DGS will not provide this information.
- d.**      Can you provide a detailed description and a picture of the weapon and location that it was placed on the mock perpetrator, for a failed attempt?
- Answer:** No, DGS will not provide this information.

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- Question No. 23**      What are the guidelines for the escorting service - who among the Government employees will be entitled to it? Which sites or is it at all sites? What time of the day or night? What distance from the Building does it cover? Who among the Security Officers will conduct it without having to leave their normal post unfilled at the time? This would not be achievable at solo posts, is this a correct assumption?
- Answer:**              Each post has a manual that describes in detail procedures that apply to that facility to include escorting procedures.
- Question No. 24**      While the Contract advocates 30 minutes per shift, the CBA prescribes one hour per shift, broken into 30 minutes plus 15 minutes twice: Can the Union be persuaded to modify the CBA to 30 minutes or the Contractor be allowed to factor 1 hour instead of 30 minutes into its Rate?
- Answer:**              No, under this Contract the Contractor is responsible for any breaks in excess of the prescribed 30 minute allotment.
- Question No. 25**      Reporting of Arrest to the Mayor: The provision refers to only SPOs; no-where else in the document is reference made to SOs on the subject; does the reporting along with other requirements not apply also to SOs?
- Answer:**              Each post has a manual that describes in detail procedures that apply to that facility to include required reports.
- Question No. 26**      Why is there a lot of inter-change of May 31, 2017 and May 31, 2018 on the same subject of Pre - Assignment/ OJT training as to cause confusion, why the various dates?
- Answer:**              There is a legislative change being proposed, the change will affect the forecast to DCMR 6A requirements.
- Question No. 27**      What is the process for certification of Instructors? What happens to the present Instructors in use by the Contractor and the Subcontractors? Will they be required to apply for certification, how and when? Since some training will take place before the inception of the Contract, can the Contract Officer in an Amendment Notice advise all Bidders to get their Instructors certified within a specified period, so they will be ready to function at a short notice if the employers are awarded the Contract?
- Answer:**              The Offeror should contact SOMB and/ or DCRA.

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- Question No. 28**      How should Contractors handle members of the public who carry expired IDs or have no ID in the light of the present rule by the PSD allowing such people to be allowed into the DC Government building after they have signed in their names, making it impossible to prevent every intended intruder from gaining entry into the building? What are the guidelines for ID check and the accompanying guidelines as a security officer / SPO task?
- Answer:**              Each post has a set of orders that provide guidelines for ID checks and the allowable indemnifications for entry into that specific location.
- Question No. 29**      How will the PSD determine that an infraction is due to unmet oversupply and impose liquidation of \$100.00 per hour?
- Answer:**              Verification will be via the sign in log book at the post, visual assessment and/or verbal confirmation to PSD Central Communication Center (202-727-8031).
- Question No. 30**      The phrase--continued and sustained violations-- shows up in a number of provisions as a cause for removal of officers or the contractor from a site-- what is the specific definition? Will there be fore-warnings from the PSD and samples of what causes a violation?
- Answer:**              More than one (1) violation and a pattern of such violations of an established requirement. A liquidation report will be provided for each violation.
- Question No. 31**      Will Appendix B of the CBA be provided?
- Answer:**              See Exhibit A, Rider Clause, Attachment J.9.
- Question No. 32**      If reference to "Rider Agreement for DC Public Sites, Sectors 1 and 3" to the Collective Bargaining Agreement (CBA) [2016 Washington DC Security Contract Agreement Between Allied Barton Security Services, LLC and Service Employees International Union, Local 32BJ, Effective April 16, 2016 through April 15, 2020], section 10.1 (page 5) references "Appendix B"; however, Appendix B was not included. The information contained in Appendix B is required to determine proper pricing and the number of potential carryover union members (per RFP requirements). The following information is required:
- Answer:**              See Exhibit A, Rider Clause, Attachment J.9
- Question No. 33**      Will either the actual number of the percentage of union members who have elected to receive dependent child coverage be provided in order to prepare proper cost proposals?



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**Answer:** The Department does not have this information.

**Question No. 34** The monthly Health Fund contribution effective January 1, 2016 is moot for this solicitation and no monthly contribution figures are provided beyond 2018 (specifically, 2019, 2020 or 2021) in order to anticipate and prepare proper cost proposals for Option Years 2 3 and 4 as required by the RFP.

- a.** Is it fair to assume that the extrapolated projected contribution amounts for each eligible employee for Option Year 2 (2019, 3 (2020) and 4 (2021) will be:
- OY2: 2019 = \$1010 (\$71 Increase)
  - OY3: 2020 = \$1089 (\$76 Increase)
  - OY4: 2021 = \$1167 (\$81 Increase)

**Answer:** The Contractor shall make their own internal decision regarding pricing over the term of the contract.

**Question No. 35** Are the Technical and Price Proposal submitted separately or all at once in the same box/envelope?

**Answer:** Technical and Price Proposal are due at the same time by the proposal due date.

**Question No. 36** What is the Government prepared to do in the event the incumbent does not provide accurate information as it relates to the requests in support of this solicitation?

**Answer:** The Department can only request information from the incumbent.

**Question No. 37** In reference to "Rider Agreement for DC Public Sites, Sector 1 and 3" to the Collective Bargaining Agreement (CBA) [2016 Washington DC Security Contract Agreement Between Allied Barton Security Services, LLC and Services Employee International Union, Local 32BJ, Effective April 16, 2016 through April 15, 2020]: #1 Hourly Wage Rate: Will the minimum wage rates and minimum raise rates for Security Guard 1 and Armed SPO Guard II be provided for the following time periods:

- April 18, 2019 (OY2)
- April 18, 2020 (OY3)
- April 18, 2021 (OY4)

**Answer:** This information is not available at this time.



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- Question No. 38**      Given the number of training hours required within a short period of transition time, is it fair to assume that all employees listed in Appendix B of the CBA have received all required pre-post training hours and certifications with the regulations timeframes?
- Answer:**              It is the Contractors responsibility to ensure that all Security Guard Officers have the required training and certifications under this contract.
- Question No. 39**      Will an irrevocable letter of credit or a certified cashier's check be acceptable?
- Answer:**              See Exhibit B to Addendum No. 4, Attachment J.9,
- Question No. 40**      In reference to Key Personnel - Are conditional offer of employment letters and resumes required?
- Answer:**              Resumes of Key Personnel are required.
- Question No. 41**      Does DGS/PSD provide firearm clearing areas/rooms and barrels in those buildings requiring Armed Special Police Officers?
- Answer:**              No, each SPO should arrive prepared to perform their assigned duties as request
- Question No. 42**      Are there internal DGS policies requiring or prohibiting on-site firearm transfer from officer to officer?
- Answer:**              Yes, this is outlined in the post orders.
- Question No. 43**      Does DGS supply firearm safes for security and storage, or will the contractor be required to purchase/provide and maintain firearm safes for storage? If so, what are the minimum requirements for firearm safes and how many facilities will require firearm safes for the Armed Security Officer positions?
- Answer:**              No, Contractors shall not store or transfer any weapons on DC property.
- Question No. 44**      Firearms or other dangerous weapons carried by a special police officer on the premises designated on his or her commission shall be left on the premises, when that special police officer is not actually on duty, unless no adequate provisions for storage can be made as certified by the Chief of Police and noted on the commission. Has the Chief of police certified/noted this exception on any present commissions working under this contract? If so, how many and how and when are the firearms then legally allowed to be transported while not on duty?

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- Answer:** The Contractor would have to work with SOMB and MPD to get approval for a waiver. Currently Contractors are not permitted to store or transfer any weapons on DC property.
- Question No. 45** If Contractors are not permitted to store weapons on DC property will this require additional equipment (portable transportation safes, etc.) and cost to the contractor?
- Answer:** Yes, the awarded Contractor shall provide any additional equipment needs their own expense.
- Question No. 46** Section B.4.4 (option Year 3) has the same number of hours as the Base Year and Option Years 1, 2 and 4. Option Year 3 (2020) is a Leap Year containing 1 additional day; will the solicitation be modified to cable those security hours and posts?
- Answer:** Yes, PSD will address the funding for the additional day at the time of exercising the option year.
- Question No. 47** The fringe benefits as determined by the US Department of Labor (page 8) mandates a \$4.27 per hour Health and Welfare contribution. Does this supersede the CBA Rider #2A (1- 3 [pages 1-2])?
- Answer:** No, the fringe benefit does not supersede the CBA Rider.
- Question No. 48** Was the bidder's conference mandatory to attend?
- Answer:** No, the pre-proposal conference was not mandatory.
- Question No. 49** Can a Contractor send a representative to a pre-bidders conference?
- Answer:** Any one can attend a Pre-Proposal Conference
- Question No. 50** With regard to Solicitation No. DCAM-17-NC-0007, City-Wide Security Guard Services Sectors 1 and 3, please clarify the pricing information that is being requested for CLIN Nos. 0004, 0004AA, 0004BB, 0004CC, 0004DD shown on the Base Year/Option Year Price Schedules. Is it to be assumed that the CLIN 0004 line item cost is inclusive of costs for CLIN 0004AA, 0004BB, 0004CC, 0004DD?

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**Answer:**

The Department cannot predict how the Contractor will conduct the required trainings (0004, 0004AA, 0004BB, 0004CC, 0004DD). The Contractor is requested to provide their estimated number of hours and labor rates for the training categories (CLINS 0004, 0004AA, 0004BB, 0004CC and 0004DD).

All other terms and conditions remain unchanged.

*Kimberly Gray*  
Kimberly Gray  
Lead Contract Specialist, Contracting Officer  
Goods & Services

December 8, 2016  
Date

- End of Addendum No. 4 -