

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



Request for Proposal (“RFP”)

DCAM-17-NC-0079

*Consolidated Maintenance Services for 200 I Street*

**Addendum No. 1**

**Issued:** October 11, 2017

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This Addendum No. 1 is issued by the Department of General Services (“DGS”) on October 11, 2017, 2017. Except as modified herein, the Request for Proposal (“RFP”) remains unmodified.

**Item No. 1**

*Add/Incorporate:* September 21, 2017 Pre-Proposal Conference Sign-in and Business Cards as ***Exhibit A***

**Item No. 2**

*Delete in its entirety* Section A “Table of Contents” Page 2 of DCAM-17-NC-0079

*Replace with*

***Exhibit B REVISED Table of Contents***

**Item No. 3**

*Delete in its entirety* Section J “List of Attachments” Page 210 of DCAM-17-NC-0079

*Replace with*

***Exhibit C***

**Item No. 4**

*Delete in its entirety* Attachment J.6 Offeror Past Performance Reference Form

*Replace with*

***REVISED*** Attachment J.6 Offeror’s Past Performance Reference Form

**Item No. 5**

*Delete in its entirety* Attachment J.12 Building Equipment List

*Replace with:*

***REVISED*** Attachment J.12 Tenant Major Equipment List

**Item No. 6**

*Delete in its entirety* Attachment J.13 Building Transition Requirements

*Replace with*

***REVISED*** Attachment J.13 Base Building Major Equipment List

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**Item No. 7**

*Delete in its entirety*

*H.14.6 Bond Requirements*

*Replace with*

H.14.6 Bond Requirements

**H.14.6.1**

Offerors are required to submit with their Proposals a bid bond in the amount of five percent (5%) of total bidding budget, in the form included as Attachment J.15 Bid Bond. All bonding companies must be included on the Department of Treasury's Listing of Approved Sureties. Alternatively, Offerors may submit a cashier's check in lieu of a bid bond. However, in the event an Offeror who is awarded the Agreement fails to post a payment and performance bond for the full value of the Agreement, the Offeror shall thereby forfeit the full amount of the cashier's check, and the Department shall collect such funds as liquidated damages. If the Offeror chooses to submit a cashier's check in lieu of a bid bond, the Offeror must complete the form included as Attachment J.16 Bid Guaranty Certificate and return, notarized, with the Offeror's Proposal.

**H.14.6.2**

In addition to the Proposal Bid Bond required by Section H.14.6.1, the Offeror will be required to post a payment and performance bond having a penal value equal to the contract period total value at the time the Agreement is executed. The Contractor shall,

before commencing the exercise of any option period, provide to the Department a payment bond and performance bond, each with a penal sum equal to subject contract period price (i.e. base period and or each of the individual option periods). Such bond shall remain in full force and effect until the contract option period reaches term and the Department shall be able to draw upon such bond regardless of the amount paid by the Department to the Contractor, even if such amount exceeds the penal value of such bond. All bonding companies must be included on the Department of Treasury's Listing of Approved Sureties.

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**Item No. 8**

*Delete in its entirety*

*Section F.3 Deliverables*

*Replace with*

***Exhibit D*** Section F.3 Revised Deliverables

**Item No. 9**

*Delete in its entirety*

*Section C.9.2.7 Weekly Testing (Field Test)*

*Replace with*

*Reserved*

**Item No. 10**

*Delete in its entirety*

*Section C.14.38.3*

*Replace with*

*Reserved*

**Item No. 11**

*Delete in its entirety*

*Section C.14.39.2 Warranty Management*

*Replace with*

*Reserved*

**Item No. 12**

*Delete in its entirety*

*Section C.15.3.3 Sales Force*

*Replace with*

Section C.15.3.3 Sales Force

**C.15.3.3.1** Upon completing its property maintenance services each time, the Contractor shall provide a checklist of services performed and a written report to the COTR within twenty-four (24) hours to the Department through Salesforce.com online work management system. The report shall (i) detail all property locations inspected and maintained; (ii) list repairs recommended (the “PM Repairs”); (iii) state the condition of such property sites; and (iv) set forth pertinent information about each property site such as current condition, property needs, etc.

**C.15.3.3.2** The Contractor shall submit daily, weekly and monthly Work Completion Reports to the COTR on a mutually

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agreed upon schedule. All reports are required to be submitted through the Salesforce system as described in C.15.3.3.1.

**C.15.3.3.3** The Contractor shall immediately notify the COTR, in writing, of any accidents on the job site arising from the performance of this contract that involve bodily injury to Contractor's employees or District workers or both, building occupants, visitors, or other persons.

**C.15.3.3.4** The Contractor shall submit monthly reports to DGS detailing the maintenance services provided for each property. Reports should be submitted with monthly invoices.

**C.15.3.3.5** Within five (5) business days after completion of work, the Contractor shall provide the COTR with a full report ("Report") of any Property Location serviced. The Contractor shall submit all reports, with updates, to the Department through Salesforce. These reports will also include summaries, notes, pictures, and any other information requested by the COTR, as well as record the following information:

- The date and time of initial contact
- The date and time of the arrival and departure of Contractor staff
- The full name of mechanic and credentials
- The full explanation of the problem
- The steps taken to resolve and/or repair the problem

**Item No. 13**

*Delete in its entirety*

*Section L.2.2.2 Relevant Experience of Key Personnel*

*Replace with*

**On-Site Chief Engineer:** shall possess a valid 3rd Class Stationary Engineers license issued by the District of Columbia. In addition, the Chief Engineer shall possess at least five (5) years of recent (within the past ten {10} years) experience in directing personnel who are responsible for operating and servicing of a building of relevant size, type, complexity and scope within this contract, including documentation that the Chief Engineer has a minimum of three (3) years' operating experience with the Facility installed BAS. The Chief Engineer must be able to demonstrate

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that he/she has the capacity to provide positive customer relations and skills.

**Item No. 14**

*Add/Incorporate:*

***Exhibit E*** Questions & Answers

**Item No. 15**

*Delete in its entirety*

*All references to submission deadline*

*Replace with*

*Tuesday, October 17, 2017 at 3:00 p.m.*

*All other terms and conditions remain unchanged.*

*Kimberly Gray*  
Kimberly Gray  
Supervisory Contract Specialist  
Goods & Services

October 11, 2017  
Date

- End of Addendum No. 1 -