



Addendum No. 01  
Issued: August 7, 2019

**Item No. 1**  
**Pre-Proposal Conference Sign-in Sheet & Business Cards**

## Item No. 2 Pre-Proposal Conference Agenda

Item No. 3	Contract Caption
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***Replace with:*** *Comprehensive Janitorial and Related Services for the Department of Youth Rehabilitation Services (“DYRS”) Youth Services Center (“YSC”) Center*

**Item No. 4** **U.S. Department of Labor Wage Determination**

***Replace with:*** Attachment J.2 – U.S. Department of Labor Wage Determination  
No. 2015-4527, Revision No. 11 dated, July 25, 2019

**Item No. 5**

**Proposal Organization and Content Section [L.2]**

*Delete in its entirety*

*Section L.2*

***Replace with:***

**L.2 PROPOSAL ORGANIZATION AND CONTENT**

**L.2.1** One (1) original, four (4) copies and one (1) redacted copy in accordance with **Section [L.3]**, of the written proposals. Proposals shall be separated into two (2) parts; individually tabulated in three (3)-ring binders titled "Technical Proposal" and "Price Proposal(s)." Proposals shall be typewritten in 12-point font size on 8.5” by 11” bond paper, double-sided and three-hole punched. The official name of the firm submitting the proposal must appear on the outside front cover of each binder. Telephonic, telegraphic, and facsimile proposals will not be accepted:

- Proposals shall be submitted in a sealed envelope/package conspicuously marked: ***"Proposal in Response to Solicitation No. DCAM-19-NC-RFP-0008 Comprehensive Janitorial and Related Services for the Department of Youth Rehabilitation Services (“DYRS”) Youth Services Center (“YSC”) Center”***

✓ **DCAM-19-NC-RFP-0008 Technical Proposal** – Comprehensive Janitorial and Related Services for the Department of Youth Rehabilitation Services (“DYRS”) Youth Services Center (“YSC”) Center.

✓ **DCAM-19-NC-RFP-0008 Price Proposal(s)** – Comprehensive Janitorial and Related Services for the Department of Youth Rehabilitation Services (“DYRS”) Youth Services Center (“YSC”) Center.

- a. Each **Technical Proposal** must be organized and prepared as follows:
  - i. Table of Contents;
  - ii. each page of the proposal must be numbered consecutively;
  - iii. Proposals shall be typewritten in 12-point font size;

- iv. on 8.5” by 11” recycled content bond paper;
- v. submitted in a three (3)-ring binders;
- vi. with each section separated by tabs (i.e., Past Performance; Relevant Experience; and Project Team Qualifications and Resumes; and Management Plan);
- vii. the official name of the firm submitting the proposal must appear on the outside front cover of each binder;

b. Each **Price Proposal** **must be** organized and prepared as follows:

- i. Completed Price Schedule substantially in form of **Attachment J.11**
  - 1. ***NOTE:** In the opinion of the Department, any material deviations of this from, Attachment J.1,1 which is provided by the Department, shall be sufficient to render the proposal non-responsive and subject to exclusion from further evaluation in consideration of award.*
- ii. Bidder/Offeror Certification – **Attachment J.4**
- iii. DOES 1<sup>st</sup> Source Agreement – **Attachment J.5**
- iv. DOES 1<sup>st</sup> Source Employment Plan – **Attachment J.6**
- v. DSLBD Subcontracting Plan Form – **Attachment J.7**
- vi. DOES EEO Policy and Report – **Attachment J.8**
- vii. Contractors Completed Tax Affidavit – **Attachment J.9**

**L.2.2** Offerors shall submit one (1) USB Flash Drive to include soft copies of both Volume No. 1 Technical and Volume No. 2 Price Proposals, organized as outlined above.

- (i) Volume No. 1, Technical must be included as a soft .pdf file;
- (ii) Volume No. 2, Price must be submitted as a soft Microsoft Excel ***.xls*** file and ***.pdf*** copies of all Attachments.

The District will not be responsible for corruption of any file submitted. If the submitted file cannot be viewed and printed as submitted, it will not be considered.

**L.2.5** Offerors are directed to the specific proposal evaluation criteria found in **Section [M]** of this solicitation, ***Evaluation Factors***. The offeror shall respond to each factor in a way that will allow the District to evaluate the offeror’s response. The offeror shall submit information in a clear, concise, factual and logical manner providing a comprehensive description of program services and delivery thereof. The information requested for the technical proposal shall facilitate evaluation for all proposals. The technical proposal must contain sufficient detail to provide a clear and concise response fully reflecting the manner in which the offeror proposes to fully meet the requirements in **Section [C]**.

**L.2.6** Offerors shall complete, sign and submit all Representations, Certifications and Acknowledgments as appropriate.

**L.2.7** The District will reject any offer that fails to include a subcontracting plan that is required by law

**Item No. 6**

**Request for Proposal (“RFP”) DCAM-19-NC-RFP-0008**

*Delete in its entirety*

Request for Proposal (“RFP”) DCAM-19-NC-RFP-0008  
Document issued August 1, 2019

***Replace with***

DCAM-19-NC-RFP-0008 REVISED 7-AUGUST-2019

**Item No. 7**

**Site Visitation**

***Notification to the Public:***

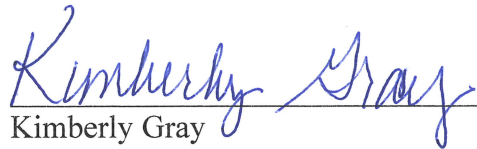
Contractors are permitted to request authorization from no more than two (2) representatives per firm to attend the site-visit scheduled for Thursday, August 8, 2019 at 12:00 P.M. EST. Contractor’s will meet District staff at 1000 Mt. Olivet Road, N.E. Washington, D.C. 20002. Visitors are reminded that entrance to

Comprehensive Janitorial and Related Services for the Department of Youth Rehabilitation Services ("DYRS")  
Youth Services Center ("YSC") Center

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the facility is only permitted with a valid government issued identification (e.g. state issued driver's license or, state issued personal identification care).

*All other terms and conditions remain unchanged.*



Kimberly Gray  
Supervisory, Contract Specialist/Contracting Officer  
Goods & Services

August 7, 2019

Date

*~End of Addendum No. 01~*