



WELCOME

Pre-Proposal Conference

REQUEST FOR PROPOSAL (RFP)

City-wide Comprehensive Janitorial and Related Supplemental Services (SBE Market only)

Solicitation No.: [DCAM-21-NC-RFP-0009](#)

Friday, November 13, 2020 – 2:00 PM EST

DISCLAIMER



- The information contained in this presentation is for informational purposes only.
- In the event of a discrepancy between the information contained herein and the RFP documents, the RFP documents will take precedence.
- Remarks and explanations during this conference do not qualify or amend the terms of the solicitation.
- Nothing stated at the pre-proposal conference shall change the solicitation unless the change is made by way of a written addendum.

HOUSEKEEPING



- ✓ *Please send an email to dgs.goods-services@dc.gov confirming your attendance of today's Pre-proposal WebX – Include your Name and Contact information*
- ✓ Please mute your devices **now**
- ✓ You may enable or disable your video feed based on your own preference
- ✓ Please reserve questions until the end of the presentation
- ✓ Feel free to chat with participants using the in-meeting chat function
- ✓ During the Q&A please utilize and submit all questions via the in-meeting chat function
- ✓ This Pre-proposal slide-deck will be made available to the public via Addenda to the solicitation and posted to the Departments Solicitation landing page.
- ✓ As a reminder **ALL** verbal questions should be submitted to Contracts and Procurement for consideration and a formal response – dgs.goods-services@dc.gov

MEETING AGENDA



- I. Introductions
- II. Procurement Schedule
- III. Project Description and Key Elements
 - Executive Summary
 - Contract Type
 - Overview of SOW
 - Bonding Requirements
- IV. Explanation To Prospective Offerors
- V. Proposal Submission Requirements
- VI. Evaluation Criteria
- VII. Proposal Submission Method & Deadline

INTRODUCTIONS



➤ **Contracts and Procurement (“C&P”)**

- **Franklin Austin, CPPB, CPM** Contracting Officer, CPPB & CPM
Contracts & Procurement
- **Kimberly Gray** Supervisory Contract Specialist
- **Domonique L. Banks** Contract Specialist

➤ **Facilities Maintenance Division (“FMD”)**

- **Dr. Vaughn Wallace** Sr. Facility Operations Manager
- **Jamelle Tolson** Facilities Operations Manager
- **Frank Maduro** Building Management Specialist
- **Leyland Grant** Area Manager, Area 5
- **Ruth Jenkins** Management Analyst
- **Shawn Roberts** Building Management Specialist
- **Robin Teasley** Program Analyst

PROCUREMENT SCHEDULE



- **Issue Date:** Monday, November 9, 2020
- **Pre-Proposal Conference:** Friday, November 13, 2020
- **Last day for Questions:** Friday, November 20, 2020
Questions shall be submitted by email to the following email address and labeled accordingly:
Email: dgs.goods-services@dc.gov
Subject: DCAM-21-NC-RFP-0009 Request for Proposal – City-wide Comprehensive Janitorial and Related Supplemental Services Asset Classes A thru H(SBE Market only)
- **Proposal Submission Date:** **Section [L.7]** Wednesday, December 9, 2020 at 2:00 P.M. Electronic Submission via Email: DGS.GOODS-SERVICES@DC.GOV

PROJECT DESCRIPTION AND KEY ELEMENTS



➤ Overview

- The District of Columbia Government (the “District”), by and through its Department of General Services, (“Department”) is seeking multiple Contractor(s) to provide City-wide Comprehensive Janitorial and Related Supplemental Services for various District owned and or operated facilities including municipal buildings, schools, parks and recreation centers, warehouse, and residential properties both occupied and vacant identified and grouped by specific Asset Classes: (I) Human Support Services - DCOA, (II) Government Operations - DDOT, (III) Human Support Services – DHS, (IV) Government Operations – DMV, (V) Department of Parks & Recreation – DPR, (VI) Government Operations – DPW, (VII) Government Operations – Municipals, (VIII) Public Education - OSSE .
- The Department intends to award up-to, eight (8) Contractors (one (1) Contractor for each Asset Class Group, and one (1) Asset Class Group per Contractor); however, the Department reserves the right to award more than one (1) Contract to a single Contractor, if in the best interest and determined to be most advantageous to the District.

➤ Type of Contract

- In accordance with 27 DCMR Chapter 24 the District contemplates award of multiple Firm Fixed Price Contracts with a cost reimbursement component to be paid on a Firm-fixed per Service and Time & Material basis, for the specified supplemental janitorial services as defined in **Section [B.4.1] – Price Schedules**.

OVERVIEW OF SOW



- The specifications in the RFP are a statement of the minimum level of janitorial and housekeeping services standards of performance that the Contractor shall provide. The Contractor shall take all precautions and steps necessary to mitigate and reduce the spread and effect of an influenza or communicable/infectious disease outbreak resulting in an epidemic and or pandemic through diligent and comprehensive custodial/housekeeping operations. Further, the Contractors shall link their planned actions to the periods and phases established by the Center for Disease Control (“CDC”) throughout any epidemic and or pandemic cycle.

- *Offerors should take care to review the **ENTIRE** RFP Solicitation Document assuring full understanding of the District’s expectations and Terms & Conditions. Contractors will **not** be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become fully acquainted with all information, schedules and liability concerning the services to be performed as provided by the District.*

EXPLANATION TO PROSPECTIVE OFFERORS



- All questions and answers discussed during this WebX Conference are for discussion purposes only and all questions **must be** formally submitted to the Department by email for an official response.
- **Questions shall be submitted by email to the following email address and labeled accordingly:**
 - Email:** DGS.GOODS-SERVICES@DC.GOV
 - Subject:** DCAM-21-NC-RFP-0009 City-wide Comprehensive Janitorial and Related Supplemental Services Asset Classes Groups A thru H (SBE Market)
(Attention: Domonique Banks)

If a prospective Offeror has any questions relating to this solicitation, the prospective Offeror shall submit the question by email to the Contract Specialist, Domonique Banks at DGS.GOODS-SERVICES@DC.GOV. The prospective Offeror shall submit questions no later than ***close of business on Friday, November 20, 2020, thirteen (13) business days*** prior to the closing date and time indicated for this solicitation **in Section [L.6]**. The Department may not consider any questions received less than thirteen (13) days before the date set for submission of proposals. The Department will furnish responses via addenda issued to the solicitation and posted to the Department's Solicitation Web page found at <https://dgs.dc.gov/page/dgs-solicitations>. An addenda to the solicitation will be issued only if the CO decides that information is necessary in submitting offers, or if the lack of it would be prejudicial to any prospective Offeror. Oral explanations or instructions given by Department officials before the award of the Contract will not be binding.

PROPOSAL SUBMISSION REQUIREMENTS



➤ REQUEST FOR PROPOSAL SUBMISSION REQUIREMENTS:

PROPOSAL ORGANIZATION AND CONTENT

The procurement of these services will be conducted electronically; proposal shall be submitted via email to the Contract Specialist of record, Domonique L. Banks at DGS.GOODS-SERVICES@DC.GOV. To be considered, an Offeror shall submit all required attachments via email before the closing date and time. Paper, telephonic, telegraphic, and facsimile proposals will not be accepted.

Volume I – Technical Proposal shall be submitted as an individual .pdf file. Volume II – Price Proposal shall be submitted in its original state, Microsoft TM Excel .xls file format and finally the Compliance Documents listed in **Section [L.2.10]** shall be submitted as individual .pdf files appropriately titled for recognition. The District will not be responsible for corruption of any files submitted. If a submitted file cannot be viewed and printed as specified, it will not be considered.

The Offeror shall submit the following with its electronic proposal submission: (i) a technical proposal, (ii) a price proposal and (iii) each compliance document identified in **Section [L.2.10]**. Please note that each attachment is limited to a maximum size of 25 MB. *Contractors are permitted to delivery all documents by way of multiple email submissions; however, all emails must be received on or before the submission deadline to be consider.*

PROPOSAL SUBMISSION REQUIREMENTS



➤ REQUEST FOR PROPOSAL SUBMISSION REQUIREMENTS:

Each ***Technical Proposal*** must be organized and prepared as follows:

- i. Table of Contents;
- ii. Proposals shall be typewritten in 12-point font size;
- iii. each section separated (i.e.,
 1. Relevant Experience and Past Performance of the Contractor's and its Team;
 2. Relevant Experience of the Contractor's Proposed Key Personnel and Staffing;
 3. Daily Operations Management Plan

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

- a) Completed Price Schedule substantially in the form of ***Attachments J.11A, J.11B, J.11C, J.11D, J.11E, J.11F, J.11G & J.11H***

NOTE: In the opinion of the Department, any material deviations of the forms, ***Attachment J.11A, J.11B, J.11C, J.11D, J.11E, J.11F, J.11G & J.11H*** which are provided by the Department, shall be sufficient to render the proposal(s) non-responsive and subject to exclusion from further evaluation in consideration of award.

PROPOSAL SUBMISSION REQUIREMENTS



➤ REQUEST FOR PROPOSAL SUBMISSION REQUIREMENTS:

Each **Compliance Document** must be organized and prepared as follows and submitted as individual .pdf documents:

- i.* Bidder/Offeror Certification revised February 2020 – **Attachment J.4**
- ii.* DOES 1st Source Agreement – **Attachment J.5**
- iii.* DOES 1st Source Employment Plan – **Attachment J.6**
- iv.* DSLBD SubContracting Plan Form – **Attachment J.7**
- v.* DOES EEO Policy and Report – **Attachment J.8**
- vi.* Certificate of District City-wide Clean Hands
In the past, District Agencies were able to access and run vendor Clean Hands Certification independently; however, that process changed as of April 15, 2020 and now the process requires the taxpayer to generate and provide the agencies with the Clean Hands Certificate from the OTR self-service portal located at – mytax.dc.gov
- vii.* Offerors' Past Performance Evaluation Form(s)- **Attachment J.10** – The Offeror shall provide no less than three (3) Past Performance Evaluations from its clients as references for providing comparable relative and related services defined by this RFP.

EVALUATION CRITERIA



➤ EVALUATION FOR AWARD (112 Points Maximum)

The Evaluation Criteria set forth below has been developed by the Department's technical personnel and is tailored to the requirements of this RFP. The criteria serves as the standard against which all proposals shall be evaluated and serves to identify the significant matters which the Offeror should specifically address in complying with the requirements of this solicitation. Each Offeror's proposal will be evaluated, and the Department will make a determination of the relevancy and confidence level using the scales in Table identified in **Section [M.3.1] (of the RFP document)**. While the Department will strive for maximum objectivity, the evaluation process, by its nature, is subjective; therefore, professional judgment is implicit throughout the selection process. The Offerors that provide the best value to the District are based on the results of the evaluation criteria described in **Section [M]** which outlines the evaluation factors.

➤ TECHNICAL CRITERIA

CRITERIA	POINTS
Factor A: Relevant Experience and Past Performance of Contractor and its Team	30
Factor B: Relevant Experience of the Contractor's Proposed Key Personnel & Staffing	20
Factor C: Daily Operations Management Plan	30
Total Maximum Technical Points	80

EVALUATION CRITERIA



➤ TECHNICAL RATING SCALE

NUMERIC RATING	ADJECTIVE	DESCRIPTION
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; Offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

The technical rating is a weighting mechanism that will be applied to the point value for each evaluation category to determine the Offeror's score for each factor. The Offeror's total technical score will be determined by adding the Offeror's score in each evaluation category. For example, if an evaluation category has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, if the District evaluates the Offeror's response as "Good," then the score for that evaluation category is 4/5 of 40 or 32.

If subcategories are applied, the Offeror's total technical score will be determined by adding the Offeror's score for each subfactor. For example, if an evaluation category has a point value range of zero (0) to forty (40) points, with two subcategories of twenty (20) points each, using the Technical Rating Scale above, if the District evaluates the Offeror's response as "Good" for the first subfactor and "Poor" for the second subfactor, then the total score for that evaluation category is 4/5 of 20 or 16 for the first subfactor plus 1/5 of 20 or 4 for the second subfactor, for a total of 20 for the entire factor.

EVALUATION CRITERIA



➤ TOTAL POINTS TECHNICAL, PRICE & CBE/SBE (112 Points Maximum)

Total points shall be the cumulative total of the Offeror's technical criteria points, price criterion points and preference points, if any.

EVALUATION CRITERIA	MAXIMUM ALLOWABLE POINTS
Criteria A: Technical Evaluation	80
Criteria B: Price	20
Criteria C: DSLBD CBE Preference Points	Up-to 12
TOTAL MAXIMUM POINTS ALLOWABLE	112

PROPOSAL SUBMISSION METHOD & DEADLINE



➤ **Electronic Proposal Submission:**

The procurement of these services will be conducted electronically; proposal shall be submitted via email to the Contract Specialist of record, Domonique L. Banks at DGS.GOODS-SERVICES@DC.GOV. To be considered, an Offeror shall submit all required attachments via email before the closing date and time. Paper, telephonic, telegraphic, and facsimile proposals ***will not be accepted***.

All proposals, Volume I – Technical, Volume II – Price and all applicable Compliance Documents shall be submitted electronically, on or before the ***proposal submission due date, Wednesday, December 9, 2020 no later than 2:00 P.M. EST sharp***, via email to the following individuals in accordance with the submission requirements as outlined in **Section [L.2]** through **[L.3]**. **NOTE the maximum size of an email submission and its attachments may not exceed 25M.** Offerors may submit multiple emails as so long as all submission documents are sent and received by the Department before the submission closing date and time.

Contracts & Procurement Division:

Goods & Services Team

Email: dgs.goods-services@dc.gov

Subject Line:

DCAM-21-NC-RFP-0009 City-wide Comprehensive Janitorial and Related Supplemental Services Asset Classes A, B, C, D E, F, G & H (Set-Aside Market) [Attention: Domonique Banks].



QUESTIONS?



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Instagram: www.instagram.com/dcdg