



# WELCOME

## Pre-Bid Conference

Invitation for Bid (“IFB”)

### Sector 2 Armed/Unarmed Security Guard Personnel Services

Solicitation No.: [DCAM-22-NC-IFB-0002](#)

Monday, December 20, 2021– 02:00PM 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 IFB documents, the IFB 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-bid conference shall change the solicitation unless the change is made by way of a written addendum.

# HOUSEKEEPING



- ✓ 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-bid 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 via the Vendor Bid/Proposal Submission Portal

<https://octo.quickbase.com/db/bq7rujdk2?a=dbpage&pageID=2>

# MEETING AGENDA



- I. Introductions
- II. Procurement Schedule
- III. Project Description and Key Elements
  - Executive Summary
  - Contract Type
  - Overview of SOW
  - Insurance Requirements
  - Bond Requirements
  - Disincentive Fee application and processing
- IV. Explanation To Prospective Bidders
- V. Bid Submission Requirements
- VI. Bid Submission Method & Deadline

# INTRODUCTIONS



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

- **George G. Lewis, CPPO** Chief of Contracts & Procurement  
Chief Procurement Officer
- **Domonique L. Banks** Contracting Officer  
Supervisory, Contract Specialist
- **Keith Giles** Contract Specialist

## ➤ Protective Services Division (“PSD”)

- **Christopher B. Prince** Deputy Associate Director
- **Cynthia Dumas** Administrative Services Supervisor
- **DeArrin Mickles** Administrative Support Specialist

# PROCUREMENT SCHEDULE



- **Issue Date:** Friday, December 10, 2021
- **Pre-Bid Conference:** Monday, December 20, 2021
- **Last day for Questions:** [Wednesday, December 22, 2021](#)  
Questions shall be submitted via the Vendor Bid/Proposal Submission Portal.  
**Vendor Bid/Proposal Submission Portal:**  
<https://octo.quickbase.com/db/bq7rujdk2?a=dbpage&pageID=2>
- Subject:** DCAM-22-NC-IFB - Invitation for Bid – Sector 2 Armed/Unarmed Security Guard Personnel Services Services Asst Classes A thru D (SBE Market only)
- **Bid Submission Date:** **Section [L.11.1.1]** Monday, January 10, 2022, At 10:00 A.M.

# PROJECT DESCRIPTION AND KEY ELEMENTS



## ➤ Overview

- The Government of the District of Columbia, acting by and through its Department of General Services (the “Department” or “DGS”), Division of Contracts & Procurement (“C&P”) (collectively the “District”) is issuing this Invitation for Bid (“IFB”) to engage up-to, four (4) Small Business Enterprise (“SBE”) firms, (the “Contractors”), certified by the DC Department of Small & Local Business Development (“DSLBD”) as a SBE, to provide Sector 2 Armed/Unarmed Security Guard Personnel Services for Asset Class Groups A, B, C and D (Set-Aside) identified as follows: (A) Public Safety (B) Health and Human Services, (C) Government Operations, (D) Parks and Recreation, all located in Washington, DC.

## ➤ Type of Contract

- In accordance with Title 27 DCMR, Chapter 47 “Department of General Services Procurement Rules for Construction and Related Services.” Sections 4715 “Term Contract”, 4716 “Time & Materials Contracts and Labor Hour Contracts” and Title 27 DCMR, (Sections 2103, 2416 and 2421), the District contemplates award of multiple Indefinite Delivery, Indefinite Quantity (“IDIQ”) Contracts based on firm-fixed hourly rates with a not-to-exceed amount (“NTE Amount” or “Contract Ceiling”) for the Security Guard Services under each awarded Asset Class Group (the individual Contracts).

# OVERVIEW OF SOW



- *The Contractor shall provide trained and certified professional armed and unarmed SPOs and uniformed SOs as well as security supervisors who are professional and courteous. The expectation is to provide service for up to twenty-four (24) hours a day, seven (7) days a week, including holidays, specific Location grouped within Service Planning Areas (SPAs) based on the operational and organizational requirements of DGS and locations.*
- *The Contractor shall provide expert year-over-year performance improvements and enhancements to the security of District owned and occupied properties.*
- The Contractor shall be responsible for providing the following basic services **(a)** prevention or detection of intrusion, unauthorized entry or activity, vandalism or trespass on District owned, leased, operated, or occupied property; **(b)** prevention and detection of theft, loss, fire, and safety hazards; **(c)** misappropriation or concealment of merchandise, utilities tools and equipment, or other valuable items or documents; **(d)** control and regulation of direction or flow of movements of the public and employees, whether by vehicle or otherwise, to assure the protection of property; **(e)** protection of individuals from bodily harm by proper enforcement of rules, regulations, and policies related to crime reduction; and **(f)** adherence to District regulations and laws; **(g)** and other necessary service core to performance.



# OVERVIEW OF SOW



- Services may be performed in conjunction with all existing PSD operations and systems. This SOW provides general requirements and is not all-inclusive. Individual Task Orders will define specific requirements.
- The Contractor shall be ISO 9001:2015 compliant and apply these standards demonstrating its ability to consistently provide the services as described herein which shall meet and or exceed all regulatory requirements.
- *Bidders should take care to review the **ENTIRE** IFB solicitation document, assuring its 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 BIDDERS



- All questions and answers discussed during this WebX Conference are for discussion purposed only and all questions ***must be*** formally submitted to the Department for an official response.
- **Questions shall be submitted via the Vendor Bid/Proposal Submission Portal and labeled accordingly:**

## **Vendor Bid/Proposal Submission Portal :**

<https://octo.quickbase.com/db/bq7rujdk2?a=dbpage&pageID=2>

**Contract Specialist: Keith Giles**

**Subject:** DCAM-22-NC-IFB-0002 - Sector 2 Armed/Unarmed Security Guard Personnel Services (Attention: Keith Giles)

If a prospective Bidder has any questions relating to this solicitation, the prospective Bidder shall submit the question via the Vendor Bid/Proposal Submission Portal to the attention of Contract Specialist, Keith Giles. The prospective Bidder should submit questions no later than ***close of business on Wednesday, December 22, 2021, twenty-two (22) days*** prior to the closing date and time indicated for this solicitation in Section [L.11.1.1]. The Department may not consider any questions received less than fifteen (15) days before the date set for submission of bids. 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 Bidder. Oral explanations or instructions given by Department officials before the award of the Contract will not be binding.

# BID SUBMISSION REQUIREMENTS



## ➤ INVENTATION FOR BID SUBMISSION REQUIREMENTS:

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

- i.* Bidder/Offeror Certification revised September 2021 – (Attachment J.15)
- ii.* DOES 1st Source Agreement – (Attachment J.16)
- iii.* DOES 1st Source Employment Plan – (Attachment J.17)
- iv.* DSLBD SubContracting Plan Form – (Attachment J.18)
- v.* DOES EEO Policy and Report – (Attachment J.19)
- vi.* Certificate of District City-wide Clean Hands  
*The taxpayer must self-generate and provide the agencies with the Clean Hands Certificate from the OTR self-service portal located at – [mytax.dc.gov](https://mytax.dc.gov)*
- vii.* Bid Bond – (Attachment J.21)
- viii.* Bid Guaranty Certificate – (Attachment J.23)
- ix.* Payment and Performance Bond – (Attachment J.22)
- x.* [and All other such documentation](#), certifications, licenses, and financial disclosures required in Section L.22 “Special Standards of Responsibility”

# BID SUBMISSION REQUIREMENTS



## ➤ SPECIAL STANDARDS OF RESPONSIBILITY

The prospective contractor must demonstrate in its Bid to the satisfaction of the District its capability in all respects to perform fully the contract requirements; therefore, the prospective contractor must submit the documentation listed below, with its Bid (and any additional information at the request of the CO by the date and time specified by request.

1. Financial statements
2. Evidence of a current Dun & Bradstreet Summary
3. An \$1,000,000.00 irrevocable Letter of Credit
4. The Bidder shall furnish with its Bid a list of all proposed armed/unarmed security guard personnel.
5. Bidders shall provide evidence of all personnel, training, uniforms, and equipment
6. The Bidder' Past Performance shall be furnished in the form of the Evaluation Form – **(Attachment J.24)** – The Bidder shall provide no less than three (3) Past Performance.
7. If the prospective contractor fails to supply the information requested, the CO shall make the determination of responsibility or non-responsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the CO shall determine the prospective contractor to be non-responsible.

# BID SUBMISSION METHOD & DEADLINE



## ➤ **Electronic Bid Submission:**

This solicitation will be conducted electronically using the Department's Vendor Submission Website. To be considered, a bidder must submit its bid via the Vendor Submission Website before the closing date and time. Hand-delivered, postal services delivery, email, telephonic, telegraphic, and or facsimile Bids will not be accepted or considered for award.

### **Vendor Submission Portal web address:**

[DGS Vendor Submission Portal Hyperlink](https://octo.quickbase.com/db/bq7rujdk2?a=dbpage&pageID=2)

<https://octo.quickbase.com/db/bq7rujdk2?a=dbpage&pageID=2>

All compliance documents shall be submitted as a .pdf file (Section **L.4.4, L.21** and **L.22**) and the bid forms shall be completed and submitted substantially in form of (**Attachment**) **J.25A – J.25D** *in the original Microsoft™ .exl format*. 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.

### **Subject Line:**

DCAM-22-NC-IFB-0002 [Sector 2 Armed/Unarmed Security Guard Personnel Services - Attention: Keith Giles].

# PUBLIC BID OPEING



## ➤ Public Bid Opening

The District shall make publicly available the name of each bidder, the bid price, and other information that is deemed appropriate. The Department will host a *Webinar* public bid opening at 2:00 p.m. on *Monday January 10, 2022*.

Pre-registration is required to participate in the Webx event meeting through the below website link:

### **Pre-Registration:**

<https://dcnet.webex.com/dcnet/j.php?RGID=r3b358264ea0ce2b182e918defdaac3ad>

### **Event link:**

<https://dcnet.webex.com/dcnet/j.php?MTID=mb249f4ed680d307a50c655b02a36544e>

**Event No.:** 2313 941 1739

**Event Password:** JqJv2svYf28 (57582789 from phones) *Case Sensitive*



# QUESTIONS?



# Connect with DGS!



**Contact: [DGS@dc.gov](mailto:DGS@dc.gov)**



**Facebook: [www.facebook.com/dcdg](http://www.facebook.com/dcdg)**



**Twitter: [www.twitter.com/dcdg](http://www.twitter.com/dcdg)**



**Instagram: [www.instagram.com/dcdg](http://www.instagram.com/dcdg)**



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