



WELCOME

Pre-Bid Conference

Invitation for Bid (“IFB”)

Uniform Apparel and Gear Purchasing

Solicitation No.: [DCAM-22-NC-IFB-0003](#)

Friday February 4, 2022 – 11:00 AM 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
 - 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
- **Ashley Willis** Contract Specialist

➤ Protective Services Division (“PSD”)

- **Kasmin Holt** Chief of Special Projects Officer

PROCUREMENT SCHEDULE



- **Issue Date:** Wednesday, January 26, 2022
- **Pre-Bid Conference:** Friday, February 4, 2022
- **Last day for Questions:** **Monday, February 7, 2022**
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 – Uniform Apparel and Gear Purchasing
- **Bid Submission Date:** Section [L.11.1.1] **Friday, February 18, 2022, at 10:00 A.M.**
- **Public Bid Opening:** Section [L.15] **Friday, February 18, 2022, at 2:00 P.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 a single Small Business Enterprise (“SBE”) firm, (the “Contractor”), certified by the DC Department of Small & Local Business Development (“DSLBD”) as a SBE, to provide uniform apparel and gear purchasing for the Facilities Management Division (“FMD”) & Protective Services Division (“PSD”).

➤ 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”, Title 27 DCMR, Section 2416, the District contemplates award of single Indefinite Delivery, Indefinite Quantity (“IDIQ”) Contract based on firm-fixed unit rates with annual not-to-exceed ordering ceilings (“NTE Amount” or “Contract Ceiling”) for the uniform apparel and gear purchasing.

OVERVIEW OF SOW



- *The Contractor shall provide cost-effective and time efficient order and delivery process for the Department to purchase uniform apparel and gear. All orders will be placed by the Divisions on an “as needed” basis, throughout the year and may fluctuate based upon the needs of the Department. Orders shall be fulfilled by the Contractor within (30)-thirty days from date order.*
- *The Contractor shall have the capacity be source and deliver various types of uniform apparel and gear throughout the duration of the contract, on an as-needed basis.*
- *Stock. The contractor shall maintain sufficient stock, or maintain a ready source of supply, to provide uniform apparel and gear as specified herein within no more than (30)-days after receipt of new orders. The Contractor shall maintain a composite stock of uniform apparel and gear equal a minimum of ten percent (10%) of the total estimated requirements at contractor’s own secured facility site. At the start of the last month of this Contract and option years, the composite stock may decline to five percent (5%) of the total estimated annual requirement. For the avoidance of doubt, the Department will not guarantee the purchase of any remaining stock at the end of the contract or option year term.*

OVERVIEW OF SOW



- *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 purposes 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: Ashley Willis

Subject: DCAM-22-NC-IFB-0003 - Uniform Apparel and Gear Purchasing
(Attention: Ashley Willis)

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 Friday, February 4, 2022***. The Department may not consider any questions received less than sixteen (16) 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



➤ INVITATION 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.18)
- ii.* DOES 1st Source Agreement – (Attachment J.19)
- iii.* DOES 1st Source Employment Plan – (Attachment J.20)
- iv.* DSLBD SubContracting Plan Form – (Attachment J.21)
- v.* DOES EEO Policy and Report – (Attachment J.22)
- vi.* Certificate of District City-wide Clean Hands – (Attachment J.23)
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
- vi.* Bid Form Price/Cost Schedule (Attachment J.24)

BID SUBMISSION METHOD & DEADLINE



➤ Electronic Bid Submission:

L.11.1.1 Bids must be submitted into the Department's Vendor Bid/Proposal Submission Website (Submission Instruction – **Attachment J.9** no later than, [10:00 a.m. on Friday February 18, 2022.](#)

Vendor Bid/Proposal Submission Portal:

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

Solicitation ID:

DCAM-22-NC-IFB-0003

Project Name:

Uniform Apparel & Gear Purchasing

Designated Contract Specialist:

Ashley Willis

NOTE: Bidders may group attachments when submitted and attaching to (1) of the (3) attachments.

L.11.1.2 Hand-delivered, postal services delivery, email, telephonic, telegraphic, and or facsimile Bids will **not** be accepted or considered for award.

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 Friday February 18, 2022](#).

Event link:

<https://dcnet.webex.com/dcnet/j.php?MTID=m5fba9cbafbe3ded52302fba29b744c8>

Event No.: 2310 605 3080

Event Password: siBaBduH526 *Case Sensitive*

Join by Phone: +1-202-860-2110 United States Toll (Washington D.C.)
1-650-479-3208 Call-in number (US/Canada)

Access Code: 2310 605 3080

L.15.1 The public bid opening will be held via a Web-x as noted above in **Section [L.15]**. To participate in the Web-x for the subject IFB public bid opening, on the date and time specified above, please utilize the embedded hyperlinks to automatically direct you to the virtual WebX pre-registration and meeting room. You will be prompted to provide the meeting no. listed above and then the meeting password. Please remember the meeting password is case sensitive.

L.15.1.1 If the Webinar has not started yet, you will be placed in a queue until the host starts the webcast. If you join the call after it has started, the system will automatically join you to the call; an audible beep will come over the line to indicate a new participant has joined. To exit the Webinar, simply hang up and or exit.



QUESTIONS?



Connect with DGS!



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Twitter: www.twitter.com/dcdg



Instagram: www.instagram.com/dcdg



@dcdg

