

**IFB DCAM-17-NC-0057**

**QUESTIONS & ANSWERS**

| <b>NO.</b> | <b>QUESTIONS</b>  | <b>ANSWERS</b>  |
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| 1          | <b>Would like to know the required hourly wage rate for the janitors on this project. Are Health and Welfare benefits applicable here, and if so how much would that be?</b>  | The Living Wage Act and or the Service Contract Wage Determination to include the Health and Welfare benefits are applicable to this contract (which ever of the 2 is higher). See Attachments G- Living Wage Act and Attachment I Service Contract Wage Determination for applicable hourly rates. |
| 2          | <b>Could you please clarify whether wiping down the mattress is part of the scope of work?</b>  | See Section B.7.3 Shelter/Dorm Room Areas.  |
| 3          | <b>How does DGS define "responsive and responsible"?</b>  | DGS defines responsive and responsible per the guidelines established in DCMR 47, Section 4706 Responsibility and Section 4720.11 Responsiveness.   |
| 4          | <b>If a vendor bids an arbitrary amount such as \$300,000 which falls far below the cost of labor for the staff (based upon the US Dept of Labor Wage Determination Rates), would DGS consider this a "responsive and responsible bid" and award the contract to a vendor just because the cost is lower?</b> | The Contract Specialist and Contracting Officer perform due diligence to determine price reasonableness and compliance with the US Department Labor rates/ DC Living Wage Act in consideration with the requirements of the Scope of Work.  |
| 5          | <b>Who is the incumbent and how long have they had the contract?</b>  | The incumbent is Bolana Capitol Enterprise, the contract started April of 2016.   |
| 6          | <b>What is the current annual value of the contract?</b>  | For information on pricing on the current contract, Bidders shall make a Freedom of Information Act (FOIA) request by submitting an email to foia.dgs@dc.gov.   |
| 7          | <b>How many days a week is janitorial staffing needed in the facility?</b>  | See Addendum No. 2 , Item No. 1   |
| 8          | <b>The respective shift hours; e.g 9hrs- for shift 6:00am to 3:00pm, would this be the total number of hours for the 4 workers and a supervisor or 9hrs for each of the 4 janitorial staff and 9hrs for the supervisor?</b>   | The shifts are 9.0 hours per staff per shift.   |
| 9          | <b>What transition plan is in place to ensure the new contractor can start working without any additional hardships?</b>  | The DGS COTR will ensure a smooth transition of services between the incumbent and the awardee.   |

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| 10 | <b>Section B.10.8 (Windows Blinds &amp; Coverings) clearly states cleaning on a Semi-Annual basis but it was mentioned during the walkthrough that the expectation is daily. Please clarify.</b>   | Services are to be performed daily in accordance with Attachment A- Frequency Schedule.  |
| 11 | <b>What is the make and model of the automatic air refreshers?</b>   | The Contractor is not responsible for providing automatic air refreshers.  |
| 12 | <b>What is the total square footage of the building that needs cleaning?</b>   | DGS does not have the cleanable square footage, the total building square footage is 32,350.   |
| 13 | <b>What is the difference in cleaning requirements for the floors that mirror each other and the 5th floor?</b>  | All common areas including bathrooms, dining and sitting areas for all floors shall be cleaned, however the Contractor is <b>not</b> required to clean occupant dorm rooms on the 5th floor.   |
| 14 | <b>Are 10 FTE's mandatory for this solicitation?</b>   | DGS does not require services be provided by full time employee's (FTE's), however no single shift can be split by more employees than specified.  |
| 15 | <b>Are there screens on the windows?</b>   | There are no screens on the windows  |
| 16 | <b>Is there storage for the supplies and consumables?</b>  | Yes  |
| 17 | <b>Is overtime allowed?</b>  | This is a fixed fully loaded contract based on monthly fixed rates with a Cost Reimbursable component, thus DGS will not pay overtime.   |
| 18 | <b>Can you block off the sidewalk on the front of the building to clean the exterior windows on the 5th floor?</b>   | No, see revised requirements for Exterior Window Washing provided in Addendum No. 2, Item No. 2.   |
| 19 | <b>On page 6, Section B.2.4.1- Are these mandatory hours?</b>  | Yes  |
| 20 | <b>Are we required to following the Frequency Schedule?</b>  | Yes  |
| 21 | <b>The current DC Living wage act is \$13.95, but the DOL wage determination is \$12.23 per hour and \$4.27 for health and welfare. Since the living wage is higher are we required to pay \$13.95 per hour and \$4.27 for health and welfare for a total of \$18.22 per hour?</b> | Bidders are required to pay whichever of the two (2) rates is higher. For example if the DOL Wage Determination is \$12.23 plus Health and Welfare benefits of \$4.27 for a total wage of \$16.50. The DC Living Wage hourly rate is \$13.95. In this example, the DOL Wage Determination supersedes the DC Living Wage. |

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| 22 | <b>Please explain “cost reimbursement component”.</b>   | The cost reimbursable component is to cover As Needed Supplemental Services in accordance with Attachment C - Bid Form. These services will be requested at the discretion of the COTR and are not a part of routine services.   |
| 23 | <b>Does the 9 hours/day shift requirement assume an 8 hour paid work day with 1 hour unpaid break? Same question for the 8 hour/day shift requirement (7 hour paid work day with 1 hour unpaid break?).</b> | This is a business decision at the discretion of the Bidder, however it is the expectation of DGS that the Bidder will follow all applicable Labor laws. This is a fixed fully loaded contract based on monthly fixed rates and DGS expects shift coverage as outlined in Section B.2.4.1. |
| 24 | <b>Routine handling of blood and bodily fluids has an impact of insurance cost. Please clarify the nature and the expectations for this requirement.</b>  | It is DGS's expectations that the Bidder operate in full compliance with all Occupational Safety and Health Administration (OSHA) requirements and all applicable insurance requirements of the IFB.   |
| 25 | <b>Please clarify tasks/duties of Contractor regarding Dorm Rooms/Beds. The SOW indicates cleaning of beds/mattresses.</b>  | See Addendum No. 1, Item No. 4   |
| 26 | <b>Please clarify “weighing” of recyclable items.</b>   | See Addendum No. 2, Item No. 3   |
| 27 | <b>In Section B.10.7 - Interior Window Washing- This section indicates that interior window washing tasks are to be performed Daily. Is this correct?</b>   | Yes, this is a daily requirement   |
| 28 | <b>Please confirm that Exterior Window Washing (reachable with ladder) is part of this SOW.</b>   | See Addendum No. 2, Item No. 2   |
| 29 | <b>Please confirm if the Janitorial Contractor is responsible for these Pest Mgmt tasks/SOW?</b>  | See Addendum No. 2, Item No. 4   |
| 30 | <b>Please confirm that Bidders should print &amp; submit the entire IFB as part of the IFB Submission Package.</b>  | Yes  |
| 31 | <b>How many permanent residents live on 5th Floor?</b>  | This information is unavailable at this time.  |
| 32 | <b>What is the Maximum Occupancy at the Center?</b>   | The facility is a transitional living shelter with approximately 213 beds. The approximate maximum occupancy is 238.   |
| 33 | <b>Which months are considered “Peak Occupancy” at the Center?</b>  | Peak Occupancy is typically related to inclement weather circumstances, i.e. Hyperthermia season is October - March 31st.  |

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| 34 | <b>What is the average # of occupants at the Center during the day?</b>  | The average occupancy information is unavailable. The maximum occupancy is the facility is 238.   |
| 35 | <b>With respect to floor care tasks/SOW (floor buffing, strip/wax, etc...), when is the best time of day (or month) that floor restoration tasks can be performed?</b>                         | The Supplemental Services such as floor buffing, stripping and waxing services will be coordinated with the COTR post award.  |
| 36 | <b>Does DGS have quantity usage numbers for Consumables use at the Center (toilet tissue, hand soap, hand towels, trash liners)?</b>   | This information is unavailable at this time.   |
| 37 | <b>Will the Contractor have to provide Hand sanitation stations and/or refills?</b>  | The Contractor is not responsible for hand sanitation stations and or refills.  |
| 38 | <b>Would the contractor provide service to the sleeping areas?</b>   | Yes, with the exception of the 5th floor locked resident door rooms.  |
| 39 | <b>Are there any product restrictions for the cleaning of the stainless steel fixtures?</b>  | All cleaning products shall be in accordance with Section B.12.4 Supplies and Green Products.   |
| 40 | <b>Not including the janitorial supply closets, will there be office space for the contractor staff?</b>   | Yes, office space will be provided for the Contractor post award.   |
| 41 | <b>Is service is to be provided Monday – Friday?</b>   | No, please refer to Addendum No. 2, Item No. 1.   |
| 42 | <b>What is the frequency of the periodic services to be provided as follows: Strip and wax, Carpet, High dusting over 72”, Window &amp; Blinds cleaning and bathroom floor deep scrubbing?</b> | Any services outside of routine services will be at the direction of the COTR and compensated on a cost reimbursable basis in accordance with Attachment C.<br>- the building does not contain any carpet.<br>- bathroom deep scrubbing is a part of routine service requirements<br>- High Dusting/Cleaning is a part of routine service requirements<br>- Window and blinds cleaning is a part of routine service requirements<br>All routine services should be in compliance with the requirements of the Statement of Work and Attachment A- Frequency Schedule. |
| 43 | <b>How many bathroom fixtures are there to be serviced?</b>  | There are approximately 30 bathroom fixtures.   |
| 44 | <b>What is the total bathroom count men/women?</b>   | There are a total of 12 bathrooms, 6 women's and 6 unisex.  |

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| 45 | <b>Are the staffing requirements and hours the minimum a contractor can provide?</b>   | Yes   |  |
| 46 | <b>What are the specific cleaning requirements as it relates to the dorm rooms? The SOW differs from what was explained during the site visit.</b> | See Addendum No. 1, Item No. 4  |  |
| 47 | <b>Is there an estimate for additional request that is outside the scope of work?</b>  | No- The COTR will request Supplemental Services as needed.  |  |
| 48 | <b>Does the government use a software program to track service requests?</b>   | No software is used at this time to track service request.  |  |
| 49 | <b>What is the preferred means of communication?</b>   | The preferred method of communication by the COTR is by email and mobile telephone.   |  |
| 50 | <b>Are you satisfied with the current incumbent staff and would you be opposed to retaining said employees?</b>                                    | Yes   |  |
| 51 | <b>Is there a recycle program in place?</b>  | No, not at this time, however this requirement of the SOW will be implemented at a later date by a contract modification.   |  |
| 52 | <b>What is the square footage of floor material? Need to know VCT or terrazzo flooring?</b>  | The flooring material is a VCT product,DGS does not have the square footage of the floor material.  |  |
| 53 | <b>How many centralized recycle stations?</b>  | See Addendum No. 2, Item No. 3  |  |
| 54 | <b>Can we get a better description or square footage of the "shelter, dorm area"?</b>  | All available descriptions of the facility have been provided to include the floor plans (Attachment B). A facility site visit was held on February 22nd to allow potential Bidders the opportunity to collect measurements at the facility and any other data desired. |  |
| 55 | <b>Please confirm frequency for trash removal.</b>   | See Attachment A- Janitorial Task & Frequency Schedule- trash removal is continuously/daily.  |  |
| 56 | <b>What are your payment terms?</b>  | 30 days from approval of approved invoice. See Addendum No. 2, Item No. 5   |  |
| 57 | <b>Please clarify the need for a subcontracting plan.</b>  | Each bidder shall complete and submit Attachment F- Subcontracting Plan Form indicating its intent to self-perform or subcontract.  |  |
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