

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Contracts & Procurement

Request for Proposal
Consolidated Maintenance Services for the Administrative Office of the Department of Motor Vehicles (DMV) and the Department of Employment Services (DOES)
DCAM-21-NC-RFP-0013
Addendum No. 03
Issued: April 21, 2021

This Addendum No. 03 is issued by the Department of General Services (DGS) on April 21, 2021. Except as modified herein, the Request for Proposal (“RFP”) remains unmodified.

Item No. 1 – Questions and Answers

Add/Incorporate: *Exhibit A* to Addendum No. 03 – Questions and Answers – DMV
Exhibit B to Addendum No. 03 – Questions and Answers – DOES

Item No. 2 – Section B.6.1 SBE Subcontracting Plan

Delete in its Entirety: **Section B.6.1**
A Subcontracting Plan form is available for completion in *Attachment J.8*, for the base term and each option year period. The Contracting Officer will reject as non-responsive any proposal that does not include a fully compliant proposed subcontracting plan.

Replace With: **Section B.6.1**
A Subcontracting Plan form is available for completion in *Attachment J.8*. The Contracting Officer will reject as non-responsive any proposal that does not include a fully compliant proposed subcontracting plan.

Item No. 3 – Attachment J.14A Revised DMV Equipment and Inventory List

Delete in its Entirety: Attachment J.14A – DMV Equipment & Inventory List

Replace With: Attachment J.14A – DMV **REVISED** Equipment & Inventory List

Item No. 4 – Section C.5.20.1.1 Supplemental Reimbursable Repairs

Delete Title: Supplemental Reimbursable Repairs (*Initial Deficiency List*)

Replace Title With: Supplemental Reimbursable Repairs

Item No. 5 – Section C.5.19.1.4.1 Administrative Staffer/s (AS)

Delete Title: C.5.19.1.4.1 Administrative Staffer/s (AS)

Replace Title With: C.5.19.1.4.1 Administrative Staffer/s (AS) – **DOES Facility only**

Item No. 6 – Section C.5.19.1.3.4.1 - Maintenance Helper – DOES Facility Only

Add/Incorporate: C.5.19.1.3.4.1 Maintenance Helper (MH)

The designated MH shall be an employee of the Contractor and act on behalf of the Contractor during the term of the Contract. The MH shall work on-site at the Facility during Hours of Operation and be available after hours via mobile phone. The MH shall have a high school diploma or GED, and two (2) years' experience. The MH shall have the following responsibilities:

- Perform minor fixes such as repairing broken locks
- Cutting Keys
- Filling gaps on walls etc.
- Check control panels and electrical wiring to identify issues
- Conduct maintenance tasks such as replacing light bulbs
- Minor painting
- Support the Building Engineer

Item No. 7 – Attachment J.16 - Key Personnel List

Add/Incorporate: *Exhibit C* to Addendum No. 03 – **J.16 Key Personnel List**

Item No. 8 – Section H.12.19 - Environmentally Preferable Janitorial Products

Delete in its Entirety: H.12.19 Environmentally Preferable Janitorial Products

Replace With: H.12.19 Environmentally Preferable Janitorial Products

H.12.19 Environmentally Preferable Janitorial Products

1. Cleaning, disinfecting, and sanitizing products shall include a Material Safety Data Sheet (MSDS) and product label with a list of ingredients and instructions for proper handling.
2. The product manufacturer or contractor shall offer training on the proper use of cleaning, disinfecting, and sanitizing disinfecting products upon request.

3. Cleaning, disinfecting, and sanitizing products shall be ordered in concentrated form, wherever practical. Concentrated cleaning products shall be packaged and designed to be used in a closed dilution control system that limits worker exposure to chemical concentrates while facilitating the proper dilution of chemical concentrates.
4. **Category A Cleaning Products Environmental Requirements**
 - a. The following cleaning products are classified as Category A and are subject to the requirements of this clause:
 - (i) General purpose (all purpose) cleaners and degreasers
 - (ii) Bathroom cleaners (including but not limited to hard surface cleaners, toilet bowl cleaners, urinal cleaners, and deodorizers)
 - (iii) Glass, mirror, and window cleaners
 - (iv) Carpet, rug, and upholstery cleaners (including products used for routine cleaning and spot cleaning)
 - (v) Floor cleaners, strippers, sealers, and finishes
 - (vi) Hand soaps, hand cleaners, and hand sanitizers
 - b. Category A cleaning and disinfecting products shall be certified to at least ONE (1) of the following standards:
 - (i) Green Seal
 - (ii) EcoLogo
 - (iii) EPA Design for the Environment (DfE) (also referred to as EPA Safer Choice)
5. **Category B Disinfecting and Sanitizing Product Requirements**
 - a. Disinfectants, including antimicrobial mold and mildew cleaners, and sanitizers shall be EPA-registered:

https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf

<https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>
 - b. Contractors shall prioritize use of disinfectants and non-food contact surface sanitizers that only contain the following active ingredients:
 - (i) Hydrogen peroxide or accelerated hydrogen peroxide

- (ii) Citric acid
- (iii) Lactic acid
- (iv) Caprylic acid
- (v) Silver

6. **Category C Specialty Cleaning Product Environmental Requirements**

- a. The following cleaning products are classified as Category C:
 - (i) Metal polish (including but not limited to chrome and brass cleaner)
 - (ii) Furniture polish
 - (iii) Graffiti remover
 - (iv) Gum remover
 - (v) Lime and scale remover
- b. Category C cleaning products shall either be:
 - (i) Green Seal certified
 - (ii) Ecologo certified
 - (iii) EPA Design for Environment (DfE) (also referred to as EPA Safer Choice); or
 - (iv) Not contain volatile organic compounds (VOCs) in concentrations that exceed the levels required by the California Air Resources Board's (CARB) Regulation for Reducing Emissions from Consumer Products for the specific product category according to the most current version of the CARB regulations in effect at the time of purchase.

7. **Category D Miscellaneous Janitorial Products**

- a. Miscellaneous janitorial products utilized by the Contractor to fulfill this contract shall meet the following environmental criteria:
 - (i) Microfiber mops, cloths, and sponges shall be purchased instead of cotton.
 - (ii) Brooms should not be used except for large debris. If a broom is used, it should be put in a bucket with disinfectant each day.
 - (iii) Protective gloves shall not contain PVC or vinyl.
 - (iv) Paper towels shall contain at least 40% postconsumer recycled content (PCRC).
 - (v) Toilet paper shall contain at least 20% PCRC.
 - (vi) Trash bin and recycling bin liners shall contain at least 10% PCRC or have a thickness of less than 0.7 ml.
 - (vii) Recycling bin liners shall be clear, white, or natural in color.

- (viii) Composting bin liners shall be Biodegradable Products Institute (BPI) certified to meet the ASTM D6400 standard for commercial compostability of plastics.
- (ix) All architectural paints, coatings, stains, and sealers used during the course of this contract shall be Green Seal certified.
- (x) Paints, coatings, stains, and sealers, and their packaging shall not be fabricated with lead.

H.12.19.1 Janitorial Product Environmental Health and Safety Requirements

The Contractor shall only use janitorial products during the performance of this contract that meet the following requirements:

H.12.19.2 Skin and Eye Irritation

This attribute refers to janitorial cleaning supplies containing chemicals that are either mildly or strongly irritating to the skin or eyes. These substances are either highly alkaline or acidic.

- H.12.19.2.1** The Contractor shall use products with a pH between 7.2 and 7.8, which are acceptable alkaline levels.

H.12.19.3 Food Chain Exposure

This attribute refers to ready-to-use cleaning products containing ingredients that are consumed by smaller aquatic plants and animals that increase in concentration through the food chain. The Contractor shall use products when the bio-concentration factor (BCF) measured are less than 1,000.

H.12.19.4 Fragrances

This attribute refers to products containing fragrances that are added to the formulation to improve an odor or to mask an offensive odor. This attribute does not include natural odors associated with cleaning agents (e.g. a lemon odor). The Contractor shall not use products containing fragrances that are added to the formulation to improve an odor or to mask an offensive odor.

H.12.19.5 Dyes

This attribute refers to dyes that have been added to a formulation to enhance or change the product's color. The Contractor shall use products without dyes.

H.12.19.6 Zero Waste Packaging – Reduce or Recycle

- H.12.19.6.1** If possible, the Contractor shall use products that are in reusable or refillable containers. If and only if reusable or refillable containers are not an option (not available or pose a credible risk to health and safety), the Contractor shall use products in containers that are recyclable initially within ten (10) days post award, annually thereafter and five (5) days prior to a new employees proposed start date and are made with recycled content.

H.12.19.6.2 No products shall be delivered in aerosol cans.

H.12.19.6.3 All products must be available in non-aerosol containers such as ready-to-use pump action sprays, air-charged refillable containers, or spray bottles.

H.12.19.7 Product Safety

H.12.19.7.1 The Contractor shall be responsible for:

- a. Any damage to personnel, buildings, furniture, or equipment directly traceable to their use or transportation of prohibited or non-compliant products.
- b. Any spills or leaks that occur during the use or transportation of their products.
- c. Evacuating and warning individuals that might be affected by any spills or leaks that occur when their products are being used or transported.
- d. Paying the clean-up cost for any spills or leaks that occur while they are using or transporting their products.

H.12.19.7.2 The Contractor shall maintain a Material Safety Data Sheet (MSDS), product label with a list of ingredients, and instructions for proper handling for all cleaning, disinfecting, and sanitizing products. Material Safety Data Sheets shall be kept in good condition in a secure location that is easily accessible for all staff employed under this contract.

H.12.19.8 Prohibited Products

The following solvent products are recognized by the National Institute for Occupational Safety and Health (NIOSH) as carcinogens, ozone-depleting solvents or as reproductive hazards in the workplace and shall not be used:

Benzene	Carbon tetrachloride
Trichloroethylene	1,1,2,2-tetrachloroethane
2-methoxyethanol	2-ethoxyethanol
Methyl chloride	Trichlorotrifluoroethane
Chlorinated Fluorocarbon Compounds (CFCs)	

H.12.19.9 Delivery of Supplies

The Contractor shall schedule its supply deliveries during times that cause minimum disruption and inconvenience to District agency operations. Unless otherwise approved by the COTR and or Building Manager, such deliveries shall

be made weekdays before 6:00 p.m. and/or on weekends. Additionally, a Supply Delivery Schedule shall be submitted for the review and approval of the COTR and or Building Manager.

All other terms and conditions remain unchanged.

Kimberly Gray
Kimberly Gray
Supervisory Contract Specialist | Contracting Officer

04/21/2021
Date

- End of Addendum No. 03 -