

*Elevating the Quality of Life in the District*



# DCAM-21-NC-RFP-0002

Fire Alarm Systems/Apparatus(S) Inspection, Maintenance And  
Repair Services



## HOUSEKEEPING

- ✓ Please mute your devices now
- ✓ Please disable your video feed now
- ✓ 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 activate the “Raised Hand Feature” and I will ask you to unmute to pose your question
- ✓ You may also send a question via the in-meeting chat function directly to me and or all participants
- ✓ 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 me for a formal response – [keith.giles@dc.gov](mailto:keith.giles@dc.gov)

## WELCOME & INTRODUCTIONS

This is the Pre-proposal Web-x Conference for Solicitation No.: **DCAM-21-NC-RFP-0002** for Fire Alarm Systems/Apparatus(S) Inspection, Maintenance & Repair Services.

This Request for Proposal (“RFP”) is designated only for certified small business enterprises (“SBEs”) under the provisions of the “Small and Certified Business Enterprise Development and Assistance Act of 2014”, D.C. Official Code § 2-218.01 et seq., as amended. Thus, ***ONLY Offerors that are certified by the District of Columbia Department of Small and Local Business Development (“DSLBD”) as SBEs at the time of the Proposal Submission Deadline are eligible.***

**IMPORTANT NOTICE:** The Department will notify Offerors of any changes, additions and or deletions to the specifications and or responses to questions by addenda posted on the Department of Contracts and Procurement website. It is the potential Offeror’s responsibility to frequently visit The Department’s Contracts and Procurement website at: <http://dgs.dc.gov/page/dgs-solicitations> to obtain addenda once they have received a copy or downloaded a copy of the solicitation.

## WELCOME & INTRODUCTIONS

### Contracts and Procurement Team:

- George G. Lewis, CPPO – Chief of Contracts and Procurement
- Franklin Austin, CPPM, CPB Contracting Officer
- Kimberly Gray – Supervisory Contract Specialist
- **Keith Giles – Contract Specialist**
- Domonique L. Banks Contracts Specialist

### Facilities Management - Contract Services Program Team:

- LaShelle Jenkins - Maintenance Services Manager
- Paul Myszka – Construction Control Representative and Contract COTR

## MEETING AGENDA

- I. Procurement Schedule
- II. Project Description and Key Elements
  - Executive Summary
  - Contract Type
  - Overview of SOW
- III. Technical & Price Proposal Submission Requirements
- IV. Evaluation Criteria
- V. Compliance Requirements
- VI. Bid Form(s)
- VII. Questions

## PROCUREMENT SCHEDULE

Issue Date:	Wednesday, July 1, 2020
Pre-Proposal WebX:	2PM EST Today, Wednesday July 8, 2020
Question Submission Deadline:	Wednesday, July 15, 2020
*Proposal Submission Closing Date:	2PM EST <i>Sharp</i> Friday, July 31, 2020

*\*This solicitation will be conducted electronically; proposal will be submitted via email to the Contract Specialist of record, Keith Giles at [keith.giles@dc.gov](mailto:keith.giles@dc.gov). To be considered, an Offeror must submit all required attachments via email before the closing date and time. Paper, telephonic, telegraphic, and facsimile proposals will not be accepted.*

## EXECUTIVE SUMMARY

The Government of the District of Columbia, acting by and through its Department of General Services (the “Department” or “DGS”) Division of Contracts and Procurement (“C&P”) (collectively the “District”) is issuing this Request for Proposal (“RFP”) to engage up to two (2) Contractors to provide Fire Alarm Systems/Apparatus(s) Inspection, Maintenance & Repair Services at various District owned and or operated facilities.

The Department is the lead agency responsible for maintaining fire safety equipment and fire alarm. DGS provides management and maintenance related services for over eight hundred fifty (850) owned and leased properties. These properties include office buildings, schools, parks and recreation centers, to name a few. As a service-providing agency, positive customer service and rapid response and resolution to tenant issues and service requests are paramount to all of DGS’ operation and mission. Likewise, the safety and wellbeing of residents, visitors, students and DC Government employee’s is paramount to the Agency mission critical goals.

All assessment, inspection, testing, maintenance and repair related services described hereunder shall be provided on a firm-fixed rate basis (whether monthly and or hourly) for each Aggregate Award Group, per location. All services under the monthly firm-fixed rates, are all inclusive and shall be provided in accordance with the service level agreements and standards governed by the National Fire Protection Agency (NFPA) 25 & 72 guidelines, or most current as amended and as required under the Scope of Work.

## CONTRACT TYPE

### TYPE OF CONTRACT

The District contemplates the award of multiple Fixed-Price type Contracts in accordance with **Title 27 DCMR Chapter 47, 4712 and Chapter 23, 2402 FIXED-PRICE CONTRACTS**, with repair services performed on a **TIME-AND-MATERIAL** basis in accordance with **Title 27 DCMR Chapter 47, 4716 and Chapter 23, 2420**.

The Fixed-Price Contracts resulting from this RFP shall contain the following types of price and cost components:

Inspection, Preventative Maintenance and Assessment type services shall be Firm-fixed monthly rates for fire alarm systems/apparatus(s) in Aggregate Group A and Aggregate Group B. All services under the firm-fixed monthly rates, are all inclusive and shall be provided in accordance with the service level agreements and standards governed by the National Fire Protection Agency (NFPA) 25 guidelines or most current as amended and the Scope of Work Section [C].

Equipment/Apparatus(s) repairs type services shall be firm fixed direct hourly labor rates.

Firm-fixed Direct Hourly Labor Rates for repair services, on a Time and Materials basis provided pursuant to the established ordering ceiling limits as fully defined in **Section [B.2.2] and [B.4.2.1]**. Cost of all materials, parts and or supplies shall be furnished to the District “at cost” in accordance with the most current RSM means cost estimating data. The District will not grant or accept any mark-ups of the Contractor’s materials and supplies furnished under this Contract.



## SCOPE OF WORK OVERVIEW

### Aggregate Award Groups

- Group A** Fire alarm Equipment/Apparatus(s) Assessment, Inspection, Testing and Maintenance and Repair Services (District of Columbia Public Schools (“DCPS”), Department of Parks and Recreation (“DPR”))
- Group B** Fire alarm Equipment/Apparatus(s) Assessment, Inspection, Testing and Maintenance and Repair Services (Fire Emergency Medical Services (“FEMS”), Metropolitan Police Department (“MPD”), Municipal Facilities, Shelters and Senior Wellness Centers)

### Monthly Fixed Price Services Shall include but are not limited to:

All equipment assessment, inspection, testing and maintenance type services performed in accordance with the individual NFPA regulations and billed monthly based on the individual site firm-fixed monthly rate.

### Time and Material Repair Service

Repairs shall be performed on a time and materials basis. The Contractor shall stock an ample supply of replacement parts for normal maintenance and repair of all fire alarm system(s)/apparatus. All new parts shall be genuine products of the original manufacturers for the various types of equipment. The invoice shall include unit pricing and an itemized list of all replacement parts used. The cost for installation of replacement parts shall be the labor for these services shall be charged on an hourly basis in accordance with the established rates identified in **Section [B.4.1 – B.4.1.5]** applicable to the appropriate Contract term.

## TECHNICAL & PRICE PROPOSAL SUBMISSION REQUIREMENTS

### PROPOSAL ORGANIZATION AND CONTENT

- All proposal submission organization and content requirements are outlined beginning in **Section [L.2]**.
- ***This solicitation will be conducted electronically***; proposal will be submitted via email to the Contract Specialist of record, Keith Giles at keith.giles@dc.gov. To be considered, an Offeror must 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.

## EVALUATION CRITERIA

### Technical Rating Scale:

<b>Numeric Rating</b>	<b>Adjective</b>	<b>Description</b>
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factors.
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.

## EVALUATION CRITERIA (cont...)

### Technical Evaluation Factors:

	POINTS
<b><u>Factor A:</u></b> Relevant Experience and Past Performance of the Contractor and its Team	20
<b><u>Factor B:</u></b> Relevant Experience of the Contractor's Proposed Key Personnel & Staffing	20
<b><u>Factor C:</u></b> Project Management Plan	40
<b>TOTAL MAXIMUM TECHNICAL POINTS ALLOWABLE</b>	<b>80</b>

## EVALUATION CRITERIA (cont...)

### Price Criterion:

#### PRICE CRITERION

**20 Points Maximum**

The price evaluation will be objective. The Offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each Offeror's evaluated price score:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times \text{weight} = \text{Evaluated price score}$$

### CBE Preference Points Awarded:

#### MAXIMUM POINTS

**12 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 (cont...)

### Overall Evaluation Points:

#### **TOTAL POINTS**

**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.

<b>EVALUATION CRITERIA</b>	<b>MAXIMUM ALLOWABLE POINTS</b>
<b>Criteria A:</b> Technical Evaluation	80
<b>Criteria B:</b> Price	20
<b>Criteria C:</b> DSLBD CBE Preference Points	12
<b>TOTAL MAXIMUM POINTS ALLOWABLE</b>	<b>112</b>

## COMPLIANCE REQUIREMENTS

### Insurance Provisions

The insurance provisions outline in **Section [I.14]** are requirement of this proposed contract. Potential Offerors are directed to review the insurance requirements and consider the provisions and the associated G&A cost prior to submitting its proposal. The Certification of Insurance will be required once notice of award is offered by the Department. The Offerors proof of insurance will be submitted to the District's Office of Risk Management for review and certification prior to the Department executing the awarded contract. **Questions regarding the insurance requirements must be submitted on or before the Q&A submission deadline of July 15, 2020.**

### Compliance Documents

Potential Offers are required to complete and submit the following list of District Compliance Documents:

- [Bidder/Offeror Certification](#)
- DOES 1<sup>st</sup> Source [Agreement](#) & [Employment Plan](#) *(two separate documents both must be complete in their entirety and signed)*
- [DSLBD Subcontracting Plan Form](#)
- [DOES EEO Policy and Report](#)
- [Tax Affidavit](#)
- A minimum of three (3) Past [Performance Evaluation Forms](#)

## BID FORM – PRICE SCHEDULES

### Aggregate Group or Individual Item

Contract Award(s), if made, may be to multiple Contractors who submitted proposals for those items indicated by “Aggregate Award Group” herein. Offerors may bid on one (1), and or both Aggregate Award Groups; however, Offerors **must propose pricing for all Contract Line Item Numbers (CLIN) within a specific Award Group** of which they intend to be considered for award. Failure to provide pricing for all CLIN’s within an Aggregate Award Group will result in a Proposal being deemed non-responsive and removed from further evaluation in consideration of award.

### Price – Cost Schedules [J.12A](#) and [J.12B](#)

The Firm-fixed rates both monthly and time and materials, for assessment, inspection, testing, maintenance, and repair type services shall be the Contractor’s sole method of compensation and as such, shall be sufficient to cover all of the service requirements including, but not limited to, all labor, supplies, repairs, tools, vehicles, transportation, travel to and from work sites, per diem, subcontractor cost, overhead and profit tied to the Contractor’s firm, fixed price rates (***excluding any overhead and profit tied to the Contractor’s materials, parts and supplies, which shall be prohibited as noted in Section [B.2.1(b)(i)] above***), insurance coverage and provisions as required in **Section [I.14]**, as well as all applicable year-over-year service cost increases due to market variables and any increase to labor category, direct hourly rates issued by the U.S. Department of Labor Service Contract Act Wage Determination and or the D.C. Living Wage Act of 2006 (whichever prevailing wage is applicable under the award of the Contract and all subsequent Option Periods) and, all else necessary to perform all work related to providing the District with safe and proper provision of required services as described herein.



## QUESTIONS?

*Impromptu questions will be permitted, and spontaneous answers will be provided at the District's discretion. Verbal answers given during this pre-proposal web-x conference are only intended for general discussion and do not represent the District's final position. All oral questions must be submitted in writing following the close of this pre-proposal conference, but no later than Monday, May 6, 2020, six (6) business days following the pre-proposal conference in order to generate an official answer. The District 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 amendment 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 District officials before the award of the Contract will not be binding.*