



WELCOME

Pre-Proposal Conference

REQUEST FOR PROPOSAL (RFP)

Routine & Supplemental Janitorial Services for Fire & Emergency Medical Services Department

Solicitation No.: [DCAM-23-NC-RFP-0002](#)

Thursday, May 4, 2022 – 10:00 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 RFP documents, the RFP 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-proposal conference shall change the solicitation unless the change is made by way of a written addendum.

HOUSEKEEPING



- ✓ Please note, as you entered the meeting the system automatically muted your mic
- ✓ 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
- ✓ Please utilize and submit all questions via the in-meeting chat function. All questions will be addressed during the Q&A
- ✓ 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 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
- IV. Facility Site-visit/Walk-thru
- V. Explanation To Prospective Offerors
- VI. Proposal Submission Requirements
- VII. Evaluation Criteria
- VIII. Proposal Submission Method & Deadline

INTRODUCTIONS



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

- **Eric Njonjo** Deputy Chief Procurement Officer
- **Domonique L. Banks** Contracting Officer
Supervisory Contract Specialist
- **Ashley Willis** Contract Specialist

➤ **Facilities & Logistics Division - DC Fire & Emergency Medical Services Department**

- **Sean MacCarthy** Deputy Director

PROCUREMENT SCHEDULE



- **Issue Date:** Thursday, April 27, 2023
- **Pre-Proposal Conference:** Thursday, May 4, 2023
- **Last day for Questions:** Wednesday, May 17, 2023
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-23-NC-RFP-0002 Routine & Supplemental Janitorial Services for Fire & Emergency Medical Services Department
- **Proposal Submission Date:** **Section [L.4] Thursday, June 1, 2023, at 2:00 P.M.** Electronic Submission via Electronic Submission [DGS QuickBase Submission Portal]: **QBSP**
Attention: Ashley Willis

PROJECT DESCRIPTION AND KEY ELEMENTS



➤ Overview-Executive Summary

- The Department of General Services (the "District," "DGS" or "Department") is seeking to engage a single qualified under Special Item Number (SINS) 9103900 (Janitorial/Custodial Services) and 9586300 (Janitorial Management Services), to provide *Routine and Related Supplemental Janitorial Services*, for District owned and leased facilities utilized by Fire and Emergency Medical Services (FEMS).

➤ Type of Contract

- Pursuant to the District of Columbia Procurement Practices Reform Act ("PPRA") 2010, Section 403 Competitive Sealed Proposals, and in accordance with Title 27 DCMR, Chapter 24, 2402 Fixed-Price Contract with a cost reimbursement component for the specified supplemental janitorial services.

OVERVIEW OF SOW



- The Contractor shall provide all management, supervision, labor, materials, supplies, and equipment necessary to successfully and effectively provide janitorial and related supplemental services to ensure clean, safe, and well-maintained facilities in accordance with the standards set forth in the Scope of Work. It is the sole responsibility of the Contractor to provide clean, comfortable facilities that promote a positive work environment, business service areas, and other areas that are not readily visible to the public.
- *Offerors should take care to review the **ENTIRE** RFP Solicitation Document assuring 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.*

Facility Site-Visit/Walk-Thru



- The District will host Offeror's site visits beginning Monday, May 15, 2023.

- **Locations for Site Visit/Walk-Thru**

The below site visits will begin promptly at 10 a.m. each day and potential Offerors will have the opportunity to visit additional locations upon request.

- Date: Monday, May 15, 2023, at 10:00 a.m.
- DCFD FMD – 2215 Adams Place NE, 2nd Floor

- Date: Tuesday, May 16, 2023, at 10:00 a.m.
- Engine 5 – at 3412 Dent Place, NE

EXPLANATION TO PROSPECTIVE OFFERORS



- All questions and answers discussed during this WebX Conference are for discussion purposes only and all questions ***must be*** formally submitted to the Department by email 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-23-NC-RFP-0002 - Routine & Supplemental Janitorial Services for Fire & Emergency Medical Services
(Attention: Ashley Willis)

If a prospective Offeror has any questions relating to this solicitation, the prospective Offeror shall submit the question via the Vendor Bid/Proposal Submission Portal to the attention of Contract Specialist, Ashley Willis. The prospective Offeror should submit questions no later than ***close of business on Wednesday, May 17, 2023***. The Department may not consider any questions received less than sixteen (16) days prior to the closing date and time indicated for this solicitation in Section [L.4.1.4]. 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 Offeror. Oral explanations or instructions given by Department officials before the award of the Contract will not be binding.

EVALUATION CRITERIA



➤ TOTAL POINTS TECHNICAL, PRICE & CBE/SBE (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. The Department will award a single Contract to the responsive and responsible Offeror whose offer conforms to the solicitation and will be most advantageous to the Department, in accordance with D.C. Official Code § 2-354.03 technical and other factors, specified elsewhere in this solicitation shall be considered

EVALUATION CRITERIA	MAXIMUM ALLOWABLE POINTS
Criteria A: Technical Evaluation	80
Criteria B: Price Evaluation	20
Criteria C: DSLBD CBE Preference Points	Up-to 12
TOTAL MAXIMUM POINTS ALLOWABLE	112

EVALUATION CRITERIA



➤ TOTAL TECHNICAL POINTS (80 Points Maximum)

Total points shall be the cumulative total of the Offeror's technical criteria points, price criterion points and preference points, if any.

TECHNICAL EVALUATION FACTORS	Points
Factor A – Section M.4.1 Relevant Experience and Past Performance of Contractor and its Team	40
Factor B – Section M.4.2 Relevant Experience of the Contractor's Proposed Key Personnel & Staff Positions	20
Factor C – Section M.4.3 Daily Operations Management Plan	20

EVALUATION CRITERIA



➤ TECHNICAL RATING SCALE

NUMERIC RATING	ADJECTIVE	DESCRIPTION
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; Offeror did not address the factor.
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.

The technical rating is a weighting mechanism that will be applied to the point value for each evaluation category to determine the Offeror's score for each factor. The Offeror's total technical score will be determined by adding the Offeror's score in each evaluation category. For example, if an evaluation category has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, if the District evaluates the Offeror's response as "Good," then the score for that evaluation category is 4/5 of 40 or 32.

PROPOSAL SUBMISSION REQUIREMENTS



The Technical Proposal must be organized and prepared as follows:

- i. Table of Contents;
- ii. Each page of the proposal must be numbered consecutively;
- iii. Proposals shall be typewritten in 12-point font size; with each section separated
 1. Relative Experience and Past Performance
 2. Relevant Experience Key Personnel;
 3. General Requirements and Technical Approach
- iv. Offeror's Past Performance Evaluation Form(s) – Attachment J – *the Offeror shall provide no less than three (3) and a maximum of five (5) Past Performance Customer Evaluations forms completed by its clients were providing comparable relative and related services as defined by this RFP Section [C]. NOTE: The evaluator must provide remarks for all "Excellent Performance" and or "Unacceptable Performance" ratings.*

The Price Proposal must be organized and prepared as follows:

- i. Completed Price Schedule substantially in the form of **Exhibit E.4**
 - a) The Offeror shall provide pricing for all CLINs including those CLINs identified. Failure to provide pricing for all CLINs as order herein shall be sufficient to render an Offeror's proposal nonresponsive and thereby may be excluded from further evaluation related to a potential contract award.
 - b) The Offeror shall submit its Price Proposal **Exhibit E.4** in the MS Excel document format **only**.

PROPOSAL SUBMISSION REQUIREMENTS



Compliance Documents Package

Offerors shall complete, sign, and submit all Representations, Certifications and Acknowledgments as appropriate. The District will reject any offer that fails to include a subcontracting plan that is required by law:

- i. Bidder/Offeror Certification – ***Attachment A.1***
- ii. DOES 1St Source Agreement – ***Attachment A.2***
- ii. DOES 1St Source Revised Employment Plan – ***Attachment A.3***
- iii. DSLBD SubContracting Plan Form – ***Attachments A.4***
- iv. DOES EEO Policy and Report – ***Attachment A.5***
- v. Certificate of District City-wide Clean Hands – ***Attachment A.6***
- vii. Valid (active) Business License – ***Attachment A.7***
- viii. Campaign Finance Reform Contractor Self-Certification Form – ***Attachment A.9***
- ix. DSLBD SBE Certification – ***Attachment A.11***

PROPOSAL SUBMISSION METHOD & DEADLINE



➤ **Electronic Proposal Submission:**

Proposals must be submitted into the Department's QBSP system (Submission Instruction – Attachment K) no later than **2:00 p.m. on Thursday, June 1, 2023**. Department's QBSP Portal: <https://octo.quickbase.com/db/bq7rujdk2?a=dbpage&pageID=2>

Solicitation ID: DCAM-23-NC-RFP-0002

Project Name: Routine & Supplemental Janitorial Services for Fire & Emergency Medical Services Department

Designated Contract Specialist: Ashley Willis

NOTE: Offerors may group multiple required exhibits/attachments into a single pdf and submit to (1) of the (3) file uploads (up to the maximum file sizes). Two of the uploads have a maximum file size of 100MB and the third upload has a maximum file size of 50MB. Additionally, for the avoidance of confusion and not to the contrary, there is no limit to the number of times an Offeror may access and submit documents through the Vendor Submission Portal but only documents received by the due date and time will be accepted by the Department



QUESTIONS?



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Contact: DGS@dc.gov



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Twitter: www.twitter.com/dcdg



Instagram: www.instagram.com/dcdg