



WELCOME

Pre-Bid Conference

Invitation for Bid (“IFB”)

Equipment and Machinery Operators & Operational Support Staffing Services

Solicitation No.: [DCAM-23-NC-IFB-0004](#)

Tuesday, June 20, 2023 – 2:00 PM 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



- ✓ 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 Submission Portal.

MEETING AGENDA



- I. Introductions
- II. Procurement Schedule
- III. Project Description and Key Elements
 - Overview of SOW
 - Type of Contract
- IV. General Requirements
- V. Project Bidding
- VI. Explanation to Prospective Bidders
- VII. Preparation and Submission of Bids
- VIII. Bid Submission Date, Time and Method
- IX. Public Bid Opening
- X. Q&A

INTRODUCTIONS



➤ Contracts and Procurement (“C&P”)

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

➤ Sustainability & Energy Division (“S&E”)

- **Matt Floca** Associate Director
- **Susan Riley**

PROCUREMENT SCHEDULE



- **Issue Date:** Tuesday, June 13, 2023
- **Pre-Bid Conference:** Tuesday, June 20, 2023, at 2:00PM EST
- **Last day for Questions:** [Friday, June 23, 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-IFB-0004 Equipment and Machinery Operators & Operational Support Staffing Services

- **Bid Submission Date:** Section [L.4] [Friday, June 30, 2023, at 10:00 A.M.](#)
- **Public Bid Opening:** Section [L.16] [Friday, June 30, 2023, at 2:00 P.M.](#)

PROJECT DESCRIPTION AND KEY ELEMENTS



➤ Overview

- The District of Columbia Government (the “District”), acting by and through its Department of General Services (“DGS” or the “Department”), seeks multiple qualified contractors (“Contractor(s)”), to provide Equipment and Machinery Operators & Operational Support Staffing Services (the “Project”). All services shall be conducted in accordance with the Scope of Work in Section [C] of this Invitation for Bid (“IFB” or “Solicitation”), the Department’s Standard Contract Provisions (“SCP”) for Supplies and Services Contracts, January 2016 Exhibit E.1, and other associated contract exhibits, and solicitation attachments listed in Section [J] of this IFB and the proposed contract (“Contract”).

➤ Type of Contract

- Pursuant to the District of Columbia Procurement Practices Reform Act (“PPRA”) 2010, Section 402 Competitive Sealed Bids, and in accordance with Title 27 DCMR, Chapter 24, 2416 Term Contracts, the Department awards an Indefinite Delivery, Indefinite Quantity (“ID/IQ”) Contract with services compensated on a Labor Hour basis in accordance with Title 27 DCMR Chapter 24, 2420 and 2421 Labor Hour Contracts.

KEY ELEMENTS Continued



- *Time is of the essence with respect to the contract. As such, it is the District's expectation that the contractor dedicate such personnel and other resources as are necessary to ensure that the required services are completed on time and in a diligent, skilled, and professional manner to be completed by the contract end date.*
- *Before submitting its bid in response to the proposed Contract, the Bidder(s) acknowledges that it reviewed the proposed contract and all exhibits/attachments and is required to bring all such inconsistencies and or questions to the attention of the Department so that the Department can address any inconsistencies and or questions by addendum to this solicitation. The Contractor acknowledges that any inconsistencies and or questions it identifies after submitting its bid shall not be the basis for a change to the Contract terms and conditions.*

*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.*

GENERAL REQUIREMENTS



➤ REQUIREMENTS & STANDARDS OF SERVICES

Under supervision, temporary employees are expected to perform the full range of duties listed in the respective job descriptions found in **Exhibit E.5**. Temporary employees will generally work 40 hours per week, five days a week, 8-hour daily including weekends. Temporary Employees will report daily to one of three locations:

1. DGS Headquarters 3924 Minnesota Avenue, N.E. Washington, D.C., 20019
2. DGS Facilities Division Shops-Field Activities Division 2200 Adams Place, N.E. Washington, D.C., 20018
3. DGS Boiler Plant Operations HQ 1325 S Street, N.W. Washington, D.C., 20009

PROJECT BIDDING



- The labor hour services shall be priced based on the Contractor’s bid price for direct labor hours at the specified fixed-hourly rates identified under CLINs (0001-0010) which include wages, overhead, general, administrative expenses, and profit, fixed for the life of the Contract and sufficient to cover all of the service requirements including, but not limited to, the Contractor’s general and administrative (“G&A”) expenses, labor, supervision, supplies, operational support, program management, performance management, licenses and insurance coverage provisions as required by Section [I.14]. The Contractors’ price for the base and all subsequent option periods shall be in compliance with the applicable labor categories, direct hourly rates, and all applicable year-over-year wage increases due to market variables and any increase issued by the U.S. Department of Labor Service Contract Act, Davis Bacon Wage Determination and or the D.C. Living Wage Act of 2006 (whichever prevailing wage is applicable under the award of the Contract for the Base Period and any subsequent Option Periods). The Contractor rates shall include all else necessary to fulfill the service level agreement for providing the District efficient and economical provision of required services as described herein

15A. Item	15B. Supplies/Services	15C. EST HOURS	15D. UNIT	15E. FIXED RATES	15F. EXT TOTAL
0001	Heavy Equipment Operator	632	EA/HRLY		
0002	Machinery Operator	632	EA/HRLY		
0003	Roll-off Truck Operator (CDL)	632	EA/HRLY		
0004	Rear Loader Waste Collection Vehicle Operators (CDL)	632	EA/HRLY		
0005	Front Loader Waste Collection Vehicle Operator (CDL)	632	EA/HRLY		
0006	Rear Loader Recycling/Compost/Bulk Collection Vehicle Operators (CDL)	632	EA/HRLY		
0007	Recycling / Compost / Bulk Collection Helper	632	EA/HRLY		
0008	Dispatch Operator	632	EA/HRLY		
0009	Waste/Recycling/Compost /Bulk Operations Manager	632	EA/HRLY		
0010	Foreman	632	EA/HRLY		
TOTAL ANNUAL NTE CONTRACT ORDERING LIMIT					\$1,500,000.00

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 Submission Portal and labeled accordingly:**

Vendor Submission Portal:

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

Contract Specialist: Ashley Willis

Subject: DCAM-23-NC-IFB-0004 | Equipment and Machinery Operators & Operational Support Staffing Services

If a prospective Bidder has any questions relating to this solicitation, the prospective Bidder shall submit the question via the Vendor Submission Portal to the attention of Contract Specialist, Ashley Willis. The prospective Bidder should submit questions no later than **Friday, June 23, 2023**. 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 DATE, TIME & METHOD



➤ Electronic Bid Submission:

- L.4 Bids must be submitted into the Departments' Vendor Submission Portal – **Section [L.4.1**
- L.4.1.1 Bids must be submitted [no later than 10:00 a.m. on Friday, June 30, 2023.](#)

Vendor Bid/Proposal Submission Portal:

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

Solicitation ID:

DCAM-23-NC-IFB-0004

Project Name:

Equipment and Machinery Operators & Operational Support Staffing Services

Designated Contract Specialist:

Ashley Willis

NOTE: Bidders 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 a Bidder 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.

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 June 30, 2023](#)

REGISTRATION LINK:

<https://dcnet.webex.com/weblink/register/rff654b3843bb7358ab1c0fcbdc7e115>

EVENT LINK:

<https://dcnet.webex.com/dcnet/j.php?MTID=mbc0220549ca949dbe47643fd827a3fb3>

Event No.: 2319 806 3892
Event Password: 3HHzVRpUg77 *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: 2319 806 3892



QUESTIONS?



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