



# WELCOME

## Pre-Bid Conference

Invitation for Bid (“IFB”)

Boiler Plant Operations Supplies, Materials & Equipment

Solicitation No.: [DCAM-23-NC-IFB-0007](#)

Wednesday, June 21, 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. Explanation to Prospective Bidders
- V. Method of Award
- VI. Bid Submission Requirements
- VII. Descriptive Literature
- VIII. Bid Submission Date, Time and Method
- IX. Public Bid Opening
- X. Q&A



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

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

## ➤ **Facilities Management Division – Boiler Plant Facilities Operations**

- **Jameelah Carter** Program Support Specialist
- **Ebony Myrick** Program Support Specialist

# PROCUREMENT SCHEDULE



- **Issue Date:** Wednesday, June 14, 2023
- **Pre-Bid Conference:** Wednesday, June 21, 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-0007 Boiler Plant Operations Supplies, Materials & Equipment

- **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 & KEY ELEMENTS



## ➤ Overview

- The District of Columbia Government (the “District”), acting by and through its Department of General Services (“DGS” or the “Department”), Division of Contracts and Procurement, collectively the “District”, issues this Invitation for Bids (“IFB”) to engage multiple Small Business Enterprise (“SBE”) firms to provide on an as-needed basis HVAC filters, HEPA filters, HVAC and Boiler supplies, materials & equipment to support operational needs for the Boiler Plant Operations Division (“BPO”). All supplies, materials and equipment shall be furnished in accordance with the Scope of Work 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.

## ➤ 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 47 “Department of General Services Procurement Rules for Construction and Related Services.” Sections 4715 “Term Contract”, Title 27 DCMR, Section 2416, the District contemplates award of multiple Indefinite Delivery, Indefinite Quantity (“ID/IQ”) Contracts with services compensated on a fixed-price basis in accordance with Title 27 DCMR Chapter 24, 2404 Fixed-Price Contracts.

# OVERVIEW OF SOW



- *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.*



# 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-0007 | Boiler Plant Operations Supplies, Materials & Equipment

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.

# METHOD OF AWARD



## ➤ SECTION L.1

The Government will evaluate bids in response to this solicitation without discussions and will award a contract to the responsible bidders whose bids, conforming to the solicitation, will be most advantageous to the Government considering only price and the price-related factors specified elsewhere in the solicitation. The Government may:

- (1) Reject any or all bids.
- (2) Accept other than the lowest bid.
- (3) Waive informalities or minor irregularities in bids received.
- (4) The Government may reject a bid as nonresponsive if a bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to the Government even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

### L.1.2

The District intends award multiple Contracts resulting from this solicitation to Contractors who present the overall lowest bids who are responsive and responsible bidders and are deemed reasonable in accordance with price realism evaluation principles.

# BID SUBMISSION REQUIREMENTS



## ➤ INVITATION FOR BID SUBMISSION REQUIREMENTS:

This solicitation will be conducted electronically using the Departments QuickBase Contracts and Procurement Submission Portal (“QBSP”). To be considered, a Bidder must submit the required attachments via the QBSP system before the closing date and time. Paper, telephonic, telegraphic, and facsimile bids will not be accepted. A link to QBSP is provided in [Section L.2.1.1](#) of the IFB.

## ➤ PREPARATION AND SUBMISSION OF BIDS:

- A. Bid Form/Cost Submission **Exhibit E.4**
- B. Descriptive Literature Requirement [Section L.2.2.2](#)
- C. Compliance Package [Section L.2.2.3](#)

# BID SUBMISSION REQUIREMENTS



## ➤ **BID FORM/COST SCHEDULE:**

This solicitation will be conducted electronically using the Departments QuickBase Contracts and Procurement Submission Portal (“QBSP”). To be considered, a Bidder must submit the required attachments via the QBSP system before the closing date and time. Paper, telephonic, telegraphic, and facsimile bids will not be accepted. A link to QBSP is provided in [Section L.2.1.1](#) of the IFB.

## ➤ **PREPARATION AND SUBMISSION OF BIDS:**

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- C. Compliance Package [Section L.2.2.3](#)

# BID PRICE AND BID FORM



The firm-fixed price per item identified herein shall be the Contractor's sole method of compensation and as such, shall be (i) fully-loaded and firm for the life of the Contract, and (ii) sufficient to cover all of the service requirements including, but not limited to, HVAC filters, HEPA filters, supplies, materials & equipment, labor, trade, subcontractor cost, home office cost, G&A (general and administrative expenses), insurance coverage provisions as required by Section [I.14]. As such, the Contract Price shall include all increases for the base and option periods in its original Bid as well as all applicable year-over-year service cost increases due to market variables and any increase to the applicable labor categories, direct hourly rates required 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 for the Base Period and any subsequent Option Periods) and, all else necessary to fulfill the services level agreement for providing the District efficient and economical provision of required services as described herein. In no event shall the item prices exceed the contractor's sales price to its most-favored customer for the same items in like quantities, or the current market price, whichever is lower.

## **Bid Form/Labor Rate Schedule – Exhibit E.4**

The tables depicted below are for representation purposes only, all bid pricing shall be completed and submitted substantially in the form of *Exhibit E.4*.

# DESCRIPTIVE LITERATURE PACKAGE



- ✓ Descriptive literature must be furnished as a part of a bid and must be received before the time set for opening bids.
- ✓ Failure of descriptive literature to show that the product offered conforms to the specifications and other requirements of this invitation for bids may require rejection of the bid.
  - A. Bidder states in the bid that the product being offered is the same as a product previously or currently being furnished to the District; or
  - B. The CO, on advice of technical personnel determines that the product offered by the bidder complies with the specification requirements of the current invitation for bids.

*The Descriptive Literature documents shall **not** include any markings or representations of the Bidder's name or firm or otherwise identifiable information for the purpose of anonymous review by the Departments technical representative.*

# COMPLIANCE PACKAGE



The **Compliance Package** *must be* organized and prepared as follows:

The Bidder shall complete in their entirety the following compliance documents and submit as a complete package:

- i. Bidder/Offeror Certification – **Attachment A.1**
- ii. DOES 1<sup>st</sup> Source Agreement – **Attachment A.2**
- iii. DOES 1<sup>st</sup> Source Employment Plan – **Attachment A.3**
- iv. DSLBD Subcontracting Plan Form – **Attachment A.4**
- v. DOES EEO Policy and Report – **Attachment A.5**
- vi. Certificate of District City-wide Clean Hands [https://mytax.dc.gov/ /](https://mytax.dc.gov/) – **Attachment A.6**
- vii. Valid (active) Business License **Attachment A.7**
- viii. **Section [A]** Award/Contract (Signed) Attachment A.10
- ix. Campaign Finance Reform Contractor Self-Certification Form **Attachment A.9**

# 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-0007

### **Project Name:**

Boiler Plant Operations Supplies, Materials & Equipment

### **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/rbefc23596fd467342747182a169037e8>

### EVENT LINK:

<https://dcnet.webex.com/dcnet/j.php?MTID=m507a8b513848ba05986165732ec00820>

**Event No.:** 2325 968 9709  
**Event Password:** Cnci3rsfy36 *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:** 2325 968 9709



# QUESTIONS?



# Connect with DGS!



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