



WELCOME

Pre-Bid Conference

Invitation for Bid (“IFB”)

Garage, Roll-up, Overhead and Apparatus Bay Doors R&R Services (Repair & Replacement)

Solicitation No.: [DCAM-24-NC-IFB-0002](#)

Wednesday, March 13, 2024 – 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”)

- Vivian Moyana Contract Specialist
- Domonique L. Banks Contracting Officer
Supervisory, Contract Specialist
- Eric Njonjo, Deputy Chief Procurement Officer
- George G. Lewis, CPPO Chief Procurement Officer

➤ Facilities Maintenance Division (“FMD”)

- Sean Link Facilities Operations Manager

PROCUREMENT SCHEDULE



- **Issue Date:** Friday, March 8, 2024
- **Pre-Bid Conference:** Wednesday, March 13, 2024, at 2:00PM EST
- **Last day for Questions:** [Monday, March 18, 2024](#)
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-24-NC-IFB-0002 Garage, Roll-up, Overhead and Apparatus Bay Doors R&R Services (Repair & Replacement)
- **Bid Submission Date:** Section [L.4] [Monday, April 8, 2024, at 10:00 A.M.](#)
- **Public Bid Opening:** Section [L.16] [Monday, April 8, 2024, 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”), Division of Contracts and Procurement, collectively the “District”, seeks to engage a single Contractor to provide Garage, Roll-up, Overhead and Apparatus Bay Door Inspection, Testing, Maintenance (ITM) & Repair/Replacement Services for various facilities citywide (the “Services”). 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 Service 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 Time and Material basis in accordance with Title 27 DCMR Chapter 24, 2420 pursuant to firm, fixed and fully loaded direct labor hour rates for all services contemplated herein.

KEY ELEMENTS Continued



- The facilities envisioned for service under this agreement encompass a diverse range of building types, including, but not limited to, metropolitan police facilities, schools, municipal buildings, and fire emergency medical service facilities. Consequently, there may be a need for immediate responses, off-hour services, and prompt repair turnarounds to safeguard the integrity of program operations from compromise caused by out-of-service or inoperable garage doors.
- 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

Assessment, Preventative Maintenance & On-Call Repairs:

The Contractor shall perform all inspection, maintenance, and repair services as specified herein and as necessary to maintain the optimum level of efficiency for each type of garage door.

Preventative Maintenance (PM)

Maintenance services shall include but are not limited to cleaning, oiling, lubrication, adjustment, calibration, alignment, timing, and operations testing for each piece of equipment. The Contractor shall furnish all necessary materials, parts, lubricants, cleaning supplies, and testing equipment and all other supplies and or equipment necessary to complete all preventative maintenance services.

Repairs

The Contractor shall provide unlimited visits for any repair services requested or necessary to keep the equipment fully operational. The repair services provided shall be completed the same working day unless the Contractor's Representative notifies the COTR immediately upon diagnosis of equipment deficiency.

PROJECT BIDDING



- The firm-fixed and fully loaded direct labor hourly rates for maintenance, repair, and replacement services of garage, roll-up, overhead, and apparatus bay doors, as outlined in Section [C] Scope of Work and in accordance with Section [B.4.1], CLINs [0001 – 4002], will serve as the Contractor’s exclusive method of compensation. These rates must adequately cover all costs associated with providing services, encompassing labor, supplies, preventative maintenance materials, repairs, tools, work vehicles, hydraulic lifts, transportation, power equipment, travel to and from work sites, per diem, subcontractor costs, home office overhead, profit, general and administrative (“G&A”) expenses, operational support, program management, performance management, licenses, insurance coverage, and provisions and all else as reasonably inferred.
- Prior to award of any Task Order for Repair type services, the Contractor shall furnish to the District for inspection and acceptance a quote outlining at a minimum the applicable labor category(ies), total hours of services, list of repair and replacement parts and materials supplied to the Department during the course of the repair services. **Cost of all materials and supplies shall be furnished to the District “at cost.” The District will not grant or accept any mark-ups on the Contractor’s materials and supplies.**

15A. Item	15B. Supplies/Services	15C. EST HOURS	15D. UNIT	15E. FIXED RATES	15F. EXT TOTAL
0001	Service Technician Standard Hours (7:30am - 4:30pm Monday - Friday)	TBD	EA		
0002	Service Technician Saturday & After Hours (4:31pm - 7:29am Monday - Friday)	TBD	EA		
TOTAL ANNUAL NTE CONTRACT ORDERING LIMIT					\$1,500,000.00

PROJECT BIDDING



- **Minimum Order.** The District guarantees the minimum order for each awardee in an amount of two-hundred fifty dollars (\$250.00) for the base year and each of the option periods. The District is not obligated to order any supplies or services beyond the stated minimum.
- **Maximum Order.** For any Task Order, the maximum order limitation shall be no greater than the maximum, non-guaranteed contract ceiling amount
- **Maximum Contract Ceiling.** The maximum, non-guaranteed contract ceiling for each Contract period is outlined below:

APPLICABLE CONTRACT PERIOD	MINIMUM ORDERING VALUE	AGGREGATE, NON-GUARANTEED MAXIMUM ORDERING CEILING
BASE PERIOD	\$250.00	\$950,000
OPTION YEAR ONE (1)	\$250.00	\$1,500,000
OPTION YEAR TWO (2)	\$250.00	\$1,500,000
OPTION YEAR THREE (3)	\$250.00	\$1,500,000
OPTION YEAR FOUR (4)	\$250.00	\$1,500,000

EXPLANATION TO PROSPECTIVE BIDDERS



- All questions and answers discussed during this Teams Webinar 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: Vivian Moyana

Subject: DCAM-24-NC-IFB-0002 | Garage, Roll-up, Overhead and Apparatus Bay Door Inspection, Testing, Maintenance (ITM) & Repair/Replacement 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, Vivian Moyana. The prospective Bidder should submit questions no later than ***Monday, March 18, 2024***. 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 Monday, April 8, 2024.](#)

Vendor Bid/Proposal Submission Portal:

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

Solicitation ID:

DCAM-24-NC-IFB-0002

Project Name:

Garage, Roll-up, Overhead and Apparatus Bay Door Inspection, Testing, Maintenance (ITM) & Repair/Replacement Services

Designated Contract Specialist:

Vivian Moyana

***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 OPENING



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 Monday April 8, 2024](#)

REGISTRATION LINK:

<https://events.gcc.teams.microsoft.com/event/0356d2b9-e37c-48a8-b03e-feb9bbd294ea@8fe449f1-8b94-4fb7-9906-6f939da82d73>

EVENT LINK:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 291 826 640 106

Passcode: 4Q5waL

Join with a video conferencing device

octo@m.webex.com

Video Conference ID: 116 959 546 6

Alternate VTC instructions

Or call in (audio only)

[+1 206-420-0854,,926864820#](tel:+12064200854926864820) United States, Seattle

Phone Conference ID: 926 864 820#



QUESTIONS?



Connect with DGS!



Contact: DGS@dc.gov



Facebook: www.facebook.com/dcdg



Twitter: www.twitter.com/dcdg



Instagram: www.instagram.com/dcdg



@dcdg

