

Questions & Answers
Solicitation No. DCAM-19-NC-RFP-0005

CONSOLIDATED MAINTENANCE SERVICES FOR THE DEPARTMENT OF HUMAN SERVICES (“DHS”) SHORT-TERM FAMILY HOUSING FACILITIES

NO.	QUESTIONS	DGS RESPONSE
01	We want to bid as the Prime Contractor but this would be our first time doing so. Do you suggest that we bid as the Sub Contractor to learn more in depth about the procurement process? If so, I would love to connect with those who are bidding as primaries to see if we could be their Janitorial Maintenance. Is there a way for us to obtain the sign in sheets with the contacts of those who showed up for the walk through?	DGS will not advise a Contractor on how to conduct business, whether as a Prime or subcontractor. Please reach out to DCRA or DSLBD if you need assistance. Pre-proposal conference and site visit sign-in sheets were provided in Addendum No. 02.
02	Is it acceptable to bid on only one or two of the properties?	Offerors are <u>not</u> required to submit proposals on all three (3) Facilities. However, Offerors must complete all CLIN items on the Price Schedule for whichever Facility (i.e., ward 5, ward 6, or ward 8) interested.
03	Can you clarify what the H.12.7.1 requires you to put up a bid bond equal to 5% of the total bidding budget? Can you explain how the bond is calculated and what happens with the funds?	The bid bond should be 5% of the total cost; please contact your surety for more information on obtaining a bid bond. Bid Bonds guarantee that the contractor is financially stable and has the resources to complete the project, and will be able to secure a Payment and Performance Bond for the project. Bid bonds are returned to the offerors upon notice of non-award, and returned to the awarded contractor once the District has received a secured Payment and Performance Bond.
04	Can you clarify the difference between pricing of basic services and reimbursable services? For example, the basic services are fixed amount over time, and reimbursable services are an hourly rate depending on the trade - can those rates change during the term of the agreement if the trades increase their prices to us?	Please refer to Section B.2.2 and B.2.3 of the RFP for further information on basic services and reimbursable services. Rates will not change during term of the contract as the Offeror's rates should cover all costs such as (but not limited to), all applicable year over year service cost increases due to market variables and increase to labor category hourly rates issued by the U.S. Department of Labor, and DC Living Wage, etc.
05	C.5.1.2.3.2.k – is the contractor to instruct the District staff once each of the base and option years, or once during the 5-year term?	The Contractor shall instruct the District staff once a month during the term of the Contract. Please refer to Addendum No. 03, Item No. 1.
06	C.5.4.1.1.1.1 – this paragraph requires some inspections to be performed biweekly and others to be performed semi-monthly. May these inspections all be performed biweekly, as a more economical alternative?	No, the District will not change this schedule. Inspections shall be performed as indicted in the RFP (Section C).
07	C.5.8.1.8.14.5 – are there any special use areas in any of the three facilities?	Yes, there are computer labs in all three (3) Facilities.
08	C.5.8.1.9.7.1 – will there be a separate threshold amount for vandalism repairs? Will vandalism incidents within a 3-month period be aggregated as described in C.5.20.1?	No, there is not a separate threshold amount for vandalism repairs. Reimbursable Services (which may include vandalism repairs) require the advance written authorization from the COTR for services which cost \$1,500.00 or more individually (or any multiple occurrences of otherwise reimbursable services totaling, in the aggregate, \$1,500.00 deductible threshold or more during a three (3) month period).
09	C.5.8.2.2.7 – are there any special areas within the intent of this paragraph in any of the three facilities?	Yes, there is a computer lab in all three (3) Facilities within the intent of section C.5.8.2.2.7.
10	C.5.8.2.2.7 – is the contractor to inspect residential units monthly?	Yes, the Contractor along with the on-site program staff should do monthly inspections to ensure there are no issues in the apartments.
11	C.5.8.2.5.1 is marked as Reserved but is followed by the subsection C.3.5.8.2.5.1.1. Please clarify.	The entire section refers to leak testing for chillers and boilers room equipment. C.3.5.8.2.5.1.1 is a subsection to C.5.8.2.5.
12	C.5.8.2.7 – the sentence beginning “Within ten days...”, and following sentences, appear to have been inserted from a preceding section. Is there language missing about Roof Inspections?	No, the language does not need to be revised. Should there be any issues with getting turnover documents from Construction to the awarded Contractor, the timeframe will be revised.
13	C.5.8.2.11.1 – will DGS provide warranty details during the proposal process, for any equipment under warranty at the start of the contract?	The construction team will provide warranty documents to the awarded Contractor.
14	C.5.14.1.2.1.a – are residential units to be included in the required bi-weekly walk-through?	No, residential units are <u>not</u> to be included in the required bi-weekly walk through. Walk through at residential units are required at least once per month with a program staff in order to look at the individual apartments.
15	C.5.18.3 – please confirm that contractor employees, who have only tangential contact with residents, are not considered Employees who Serve Children or Youth.	Yes, that is correct.

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16	C.5.19.1.3.2 – is the Chief Engineer required to be onsite from 6 am to 9 pm Monday through Friday?	The Chief Engineer is not required to be on-site from 6:00 AM to 9:00 PM, Monday through Friday; however, the Chief Engineer is expected and required to be on-site for eight (8) normal working hours between the hours of 6:00 AM and 9:00 PM, Monday through Friday.
17	C.5.19.1.3.2.d – Will the District modify this requirement to a 3rd Class Stationary Engineer license?	Please refer to Addendum No. 03, Item No. 2. Yes, the District has modified the requirement for Chief Engineer from 1st Class Stationary Engineer license to a 3rd Class Stationary Engineer license.
18	C.5.19.4.4 – are there any “...special areas of the Facility...” in any other the three facilities?	Yes, there are computer labs in all three (3) Facilities.
19	C.5.19.8.2.1.f – this subsection is empty – please supply the missing language.	Please refer to Addendum No. 03, Item No. 3. There is no missing language. Subsection F was inserted by mistake.
20	C.5.20.1 – if an individual repair or service is less than the reimbursable threshold, and therefore does not require the written authorization of the COTR, but is subsequently identified as part of a set of multiple occurrences that do, in the aggregate, total more than the threshold, will the COTR authorize reimbursement even though, at the time the repair was made, it did not receive prior authorization and a Purchase Order Number?	No, the Contractor shall always have prior written approval and a Purchase Order Number in place.
21	C.5.20.1.2.d – does this mean that reimbursable additional services performed outside of normal operating hours are not subject to the \$1500 threshold?	No cost reimbursable services shall be performed without prior authorization from the COTR or CO (if over \$10,000.00)
22	H.12.18.6 refers to Child and Youth, Safety and Health Omnibus Congressional Review Emergency Amendment Act of 2004. In a search, most references linked to temporary provisions. Can you provide a link to the version of this law that applies to these facilities?	There is no link that applies specifically to the three Facilities (e.g. wards 5, 6, 8).
23	H.13.5.C – The District of Columbia has passed “Ban the Box” legislation prohibiting employers from asking about applicant criminal records before making a conditional employment offer. Please confirm that the affirmation required by this section is obtained after the candidate has been conditionally offered a position.	Please refer to Addendum No. 03, Item No. 4.
24	H.13.11 – what position does the “CA” in this section refer to?	Please refer to Addendum No. 03, Item No. 4.
25	Does the Safety Plan and Quality Control Plan count against the Technical Proposal page limit of 100 pages?	Please refer to Addendum No. 03, Item No. 5. All resumes and/or exhibits are excluded from the page count.
26	Which contractor installed the mechanical equipment for Ward 5, Ward 6, and Ward 8?	At this time, the District does not have this information. The information will be provided to the awarded Contractor during turnover.
27	Which contractor installed the fire/life safety equipment for Ward 5, Ward 6, and Ward 8?	At this time, the District does not have this information. The information will be provided to the awarded Contractor during turnover.
28	Is the CMC responsible for repairs to the playground equipment for Ward 5?	Yes, the Contractor shall be responsible for repairs to the playground equipment at Ward 5.
29	Is the CMC responsible for repairs to the kitchen equipment for Ward 5?	Yes, the Contractor shall be responsible for repairs to the kitchen equipment at Ward 5.
30	Who provided the BAS system at Ward 5, Ward 6, and Ward 8?	At this time, the District does not have this information. The information will be provided to the awarded Contractor during turnover.
31	Who installed the generator at Ward 5, Ward 6, and Ward 8?	At this time, the District does not have this information. The information will be provided to the awarded Contractor during turnover.
32	Which contractor installed the elevator at Ward 5, Ward 6, and Ward 8? Please provide elevator count for each ward.	At this time, the District does not have this information. The information will be provided to the awarded Contractor during turnover.
33	What is the square footage of each Facility?	Square Footage for each Facility is included in Section C.1.1 of the RFP.

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34	What is the number of units of each Facility?	Each Facility has the following: Ward 5: 46 units; Ward 6: 50 units; and Ward 8 (4300 12th St): 26 apartments.
35	Is the CMC responsible for repair/maintenance of the TVs located in each unit at Ward 8?	No, the Contractor does not make any repairs to TVs.
36	Is the CMC responsible for all appliances in the units at Ward 8?	Yes, the Contractor is responsible for all appliances in the units at Ward 8.
37	How long is the green roof under warranty at Ward 6?	At this time, the District does not have this information. The information will be provided to the awarded Contractor during turnover.
38	Per the regulation for a 1st Class Engineer, this is required if the building is a high pressure vessel building. According to the short term housing buildings that we toured, that was not the case; therefore, is a 3rd Class engineer license is sufficient for the Chief Engineer to have and if the regulation has changed, can you please provide DCRA regulation requiring such?	Please refer to Addendum No. 03, Item No. 2. Yes, the District has modified the requirement for Chief Engineer from 1st Class Stationary Engineer license to a 3rd Class Stationary Engineer license.
39	For ward 8 short term family facility the statement of work indicates that the contractor will replace any broken kitchen its, e.g. Refrigerators, stoves, microwave, dishwashers, washers and dryers if any, but there are no CLIN to factor in the costs for replacing these high ticket items. The question is will the cost be reimbursed from the \$150,000.00 yearly fixed reimbursement for approved services, and if not under which CLIN would these replacement costs come under?	These replacement items will be under the reimbursable additional services as described in Section C.5.20.1.2. Yes, these services are covered under the not-to-exceed cost reimbursement ceiling of \$150,000.00.