



D.C. DEPARTMENT OF GENERAL SERVICES

REQUEST FOR PROPOSALS

HVAC and UPS Replacement for Public Safety Radio Sites

June 25, 2014

Proposal Due Date: July 17, 2014 by 2 p.m. EST

Pre-Proposal Conference: Monday June 30, 2014 at 11:00 AM

**Public Safety Communications Center (PSCC)
Conference Room #240
310 McMillan Drive NW
Washington, DC 20001**

Contact: Toufique Sayed
DC Department of General Services
Frank D. Reeves Center
2000 14th Street, NW, 8th Floor
Washington, DC 20009

Solicitation Number: DCAM-14-NC-0137

Executive Summary

The Department of General Services (DGS), on behalf of the Office of Unified Communications (OUC), wishes to engage an Offeror to provide critical radio site Computer Room Air Conditioning (CRAC), and Uninterruptible Power Supply (UPS) replacements. OUC provides centralized, District-wide coordination and management of public safety voice radio technology and other public safety wireless communication systems and resources. As an organization that is tasked with handling all mission critical 911 calls that occur in the District of Columbia each year, OUC carries tremendous responsibility. In addition to fielding these life-safety calls, the agency also oversees all land mobile radio systems tied to the response network used by first responder agencies including Metropolitan Police Department (MPD) and Fire and EMS Department (Fire/EMS). Critical Environmental Equipment must be maintained at optimal levels to ensure uninterrupted communication services. The Department intends to award multiple contracts for these services.

A.1 Compensation

The Department intends to obtain lump sum bids for this work. The lump sum bid by the Offeror should include sufficient funding to cover all of the costs necessary to fully complete the Project.

A.2 Form of Contract

The Form of Contract will be issued by Addendum. Offerors should carefully review the Form of Contract when submitting their proposal. To the extent there are any inconsistencies between this RFP and the Form of Contract, the Form of Contract shall prevail. Offerors are further advised that they are required to submit their proposal premised upon entering into a contract that is substantially similar to the Form of Contract and that any proposed changes to the Form of Contract must be clearly identified and described in their proposal. A proposal that fails to specifically identify and describe the requested changes shall be deemed non-responsive.

A.3 Selection Criteria

Proposals will be evaluated in accordance with **Part D** of this RFP. The following evaluation criteria will be used:

- Experience & Key Personnel (30 points)
- Project Management Plan & Technical Approach (30 points)
- Cost (40 points)

A.4 Procurement Schedule

The schedule for this procurement is as follows:

- Issue RFP - June 25, 2014
- Pre-proposal Conference - June 30, 2014 11:00 AM
- Site-Visit - June 30, 2014 12:00 PM
- Site-Visit - July 1, 2014 12:00 PM
- Last Day for Questions/Clarifications - July 10, 2014
- Proposals Due - July 17, 2014

A.5 Attachments

- Attachment A - Offer Letter and Bid Form
- Attachment B - Disclosure Statement
- Attachment C - Tax Affidavit
- Attachment D - First Source Employment Agreement
- Attachment E - Department of Labor Wage Determination
- Attachment F - Living Wage Notice & Fact Sheet
- Attachment G - Pre-proposal Conference & Site Visit Schedule

SECTION B SCOPE OF WORK

B.1 Description of Services

The Department of General Services, on behalf of the Office of Unified Communications, seeks an Offeror to provide Computer Room Air Conditioning (CRAC) and Uninterruptible Power Supply (UPS) replacements for its public safety communication sites located throughout the District. The OUC manages the District's Public Safety radio system for multi-agency communications. The OUC operates multiple locations within the District that are used as remote base station locations. As such, these locations which contain crucial servers and other essential communications equipment require public safety grade ambient temperature and condition power 24 hours a day, 7 days a week for the daily operations that support the mission of the agency. No suggestions or alternates for equipment will be accepted.

B.2 DEFINITIONS

- a) CRAC – computer room air conditioning unit
- b) EMT – Electrical Metallic Tubing
- c) NEC – National Electrical Code
- d) UPS - Uninterruptible Power Supply
- e) NMS – Network Monitoring System
- f) SNMP - Simple Network Management Protocol
- g) MIS – Maintenance Isolation
- h) MBP – Maintenance Bypass

B.3 CRAC REQUIREMENTS

The OUC is looking for a qualified Offeror to supply all labor and equipment to replace the CRAC systems at multiple critical public safety communication sites.

1. Offeror must conduct a site survey of each site.
2. The Offeror shall provide Engineering Specifications and Drawings for each site.
3. All work must comply with the NEC regulations.
4. The Offeror shall be responsible for permitting and inspections.
5. The Offeror shall be required to relocate old equipment to Surplus Property Division.
6. The Offeror will be responsible for all start-up and testing of equipment.
7. The Offeror shall provide an extended five year warranty.
8. Minimum equipment specifications:
 - a. Wall Mounted Units: 5 ton Bard (Wall Units)
 - i. Bard MC4000
 - ii. Ventilation duct to center of shelter
 - iii. Lead-lag Controller
 - iv. Dry Contacts: Unit failure and Loss of airflow
 - b. Floor mounted units: 5 Ton Liebert Challenger 3000 with Liebert iCOM
 - i. Ventilation duct to center of shelter
 - ii. Lead-lag Controller

- iii. Dry Contacts: Unit failure and Loss of airflow
- c. Roof mounted units: 7 Ton Trane
 - i. Lead-lag Controller
 - ii. Dry Contacts: Unit failure and Loss of airflow

B.3.1 Number of CRAC units required

Index	Location	CRAC Type	CRAC Model	Quantity	Additional Scope Items
1	University of the District of Columbia - 4200 Connecticut Ave. NW, Building 41	Wall Mounted	5 Ton BARD	2	
2	Georgetown Hospital - 3800 Reservoir Rd. NW	Floor Mounted	7 Ton Trane	2	Remove one ceiling mounted unit
3	Reeves Center - 2000 14th St. NW	Floor Mounted	5 Ton Liebert Challenger 3000 with Liebert iCOM	2	
4	One Judiciary Square - 441 4th St. NW	Floor Mounted	5 Ton Liebert Challenger 3000 with Liebert iCOM	2	
5	4th District - 6001 Georgia Ave. NW	Floor Mounted	5 Ton Liebert Challenger 3000 with Liebert iCOM	3	Remove two roof mounted units and seal the roof.
6	George Washington University - 22nd and I St. NW2	Wall Mounted	5 Ton BARD	2	
7	Saint Elizabeth's Hospital - Robinson Pl. SE and 12th Pl. SE	Wall Mounted	5 Ton BARD	2	
8	Rhode Island -1700 Rhode Island Ave.NE	Wall Mounted	5 Ton BARD	2	
9	Rhode Island -1700 Rhode Island Ave.NE	Wall Mounted	5 Ton BARD	2	
10	PSCC Shelter Public Safety Communications - 310 McMillan Drive NW	Wall Mounted	5 Ton BARD	2	
11	PSCC Network Public Safety Communications - 310 McMillan Drive NW	Floor Mounted	5 Ton Liebert Challenger 3000 with Liebert iCOM	3	

B.4 UPS REQUIREMENTS

The OUC is looking for a qualified vendor to replace the UPS systems at multiple critical public safety communication sites.

1. Offeror must conduct site survey at each site.
2. The Offeror shall provide Engineering Specifications and Drawings for each site.
3. All work must comply with the NEC regulations
4. All conductors must be routed inside EMT
5. The Offeror shall be responsible for permitting and inspections
6. The Offeror shall be responsible for relocating old equipment to the Surplus Property Division.
7. The Offeror will be responsible for all start-up and testing of equipment.
8. The Offeror shall provide an extended five year warranty.
9. Minimum equipment specifications:
 - a. Mitsubishi DiamondPlus 1100A UPS Series
 - i. Three (3) power modules 30kVA
 - ii. Battery runtime – 15kVA/13.5kW for 1 hour
 - iii. Only 2 Battery Cabinets are allowed: that are 29 inch wide by Offeror recommended height
 - iv. Rapid battery charger
 - b. SNMP/Web card capable of:
 - i. Sending and receiving SNMP traps to NMS server.
 - ii. Load on Inverter
 - iii. Load on Bypass
 - iv. System Startup
 - v. System Stop
 - vi. Manual Transfer
 - vii. Manual Retransfer
 - viii. Each Power Converter Module Operation
 - ix. Minor Fault Data
 - x. Major Fault Data
 - c. Output Contacts capable of indicating UPS operating statuses listed below:
 - i. Minor Fault
 - ii. Alarm
 - iii. AC Input Abnormal
 - iv. Bypass Abnormal
 - v. Battery Abnormal
 - vi. Battery Low Voltage
 - vii. Battery Depletion
 - viii. Overload
 - ix. Overload Pre-alarm
 - x. Load on Inverter
 - xi. Load on Bypass
 - xii. Load On AC
 - xiii. Battery Operation
 - xiv. Converter Operation
 - d. Cellwatch Satellite solution for UPS battery monitoring.
 - e. External bypass switch must include:
 - i. 2-Breaker Configuration (MIS, MBP)
 - ii. Interlock Kirk Key

B.4.1 Number of UPS units required

Index	Location	UPS Type	Quantity	Additional scope items
1	University of the District of Columbia - 4200 Connecticut Ave. NW, Building 41	Mitsubishi DiamondPlus 1100A UPS Series	1	Utility Power: Upgrade single phase to three
2	Sibley Hospital - 5255 Loughboro Rd, NW, Main Building	Mitsubishi DiamondPlus 1100A UPS Series	1	
3	Georgetown Hospital 3800 Reservoir Rd. NW	Mitsubishi DiamondPlus 1100A UPS Series	1	
4	Reeves Center - 2000 14th St. NW	Mitsubishi DiamondPlus 1100A UPS Series	1	
5	George Washington University - 22nd and I St. NW	Mitsubishi DiamondPlus 1100A UPS Series	1	Utility Power: Upgrade single phase to three
6	Saint Elizabeth's Hospital - Robinson Pl. SE and 12th Pl. SE	Mitsubishi DiamondPlus 1100A UPS Series	1	
7	Rhode Island - 1700 Rhode Island Ave. NE	Mitsubishi DiamondPlus 1100A UPS Series	1	Utility Power: Upgrade single phase to three phase
8	Public Safety Communications Shelter - 310 McMillan Drive NW	Mitsubishi DiamondPlus 1100A UPS Series	1	

B.5 Deliverables

The Offeror shall perform the activities required to successfully complete the District's requirements and submit each deliverable to the Department, as listed below:

- Weekly Reports
- Daily Updates
- Engineering Specifications and Drawings
- 5 Year Extended Warranty

B.6 Project Schedule

Within 30 Days of Award, the Offeror shall submit to the Department a Project Schedule detailing the necessary project milestones associated with this contract.

B.7 Licensing, Accreditation and Registration

The Offeror and all of its subcontractors and subconsultants (regardless of tier) shall comply with all applicable District of Columbia, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of the contract.

B.8 Conformance with Laws

It shall be the responsibility of the Offeror to perform under the contract in conformance with the Department's Procurement Regulations and all statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental bodies, including but not limited to the Service Contract Act.

SECTION C ECONOMIC INCLUSION

C.1 Preference for Small, Local, and Disadvantaged Business Enterprises

General: Under the provisions of the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, D.C. Law 16-33 (codified at D.C. Code § 2-218.01 et seq.), preferences shall be given to Offerors that are certified by the Department of Small and Local Business Development as being a small business enterprise, having resident business ownership, having a longtime resident business, being a local business enterprise, being a disadvantaged business enterprise, being a local business enterprise with its principal office located in an enterprise zone, being a veteran-owned business enterprise, or being a local manufacturing business enterprise. (A copy of the certification acknowledgment letter must be submitted with the Offeror's Proposal.) In accordance with these laws, the following preferences shall be awarded in evaluating an Offeror's proposal:

- Three (3) preference points shall be awarded if the Offeror is certified as having a small business enterprise.
- Five (5) preference points shall be awarded if the Offeror is certified as having a resident business ownership.
- Five (5) points shall be awarded if the Offeror is certified as having a longtime resident business.
- Two (2) preference points shall be awarded if the Offeror is certified as a local business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as being a local business enterprise with its principal office located in an enterprise zone.
- Two (2) preference points shall be awarded if the Offeror is certified as a disadvantaged business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a veteran-owned business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a local manufacturing business enterprise.

Offerors may qualify for more than one of these categories, so that the maximum number of points available under this section is 12 points.

Information: For information regarding the application process, contact the Department of Small and Local Business Development at the following address or telephone number:

Department of Small and Local Business Development
One Judiciary Square Building
441 4th Street, NW, 9th Floor
Washington, DC 20001
(202) 727-3900 (Telephone Number)
(202) 724-3786 (Facsimile Number)

C.2 SLDBE Participation

The Department requires that significant participation by business enterprises certified by the Department of Small and Local Business Development as: (i) a local business enterprise; (ii) a small business enterprise; (iii) a disadvantaged business enterprise; (iv) having a owned resident business; (v) being a longtime business resident; or (vi) having a local business enterprise with its principal office located in an enterprise zone. Accordingly, and in addition to the preference points conferred by **Section C.1**, the Department requires that business enterprises so certified must participate in at least 50% of work unless the prime contractor is certified as a small, local or disadvantaged business enterprise.

Offerors will be required to submit a Local Business Enterprise Utilization Plan with their proposals. The Utilization Plan must demonstrate how this requirement will be met and, to the extent possible at this stage in the project, should identify the specific firms that will be used and their respective roles.

C.3 Residency Hiring Requirements for Contractors and Subcontractors

At least fifty-one percent (51%) of the Offeror's Team and every subconsultant's employees hired after the Offeror enters into a contract with the Department, or after such subconsultant enters into a contract with the Offeror, to work on this project, shall be residents of the District of Columbia.

Upon execution of the contract, the Offeror and all of its member firms, if any, and each of its subcontractors and subconsultants shall submit to the Department a list of current employees that will be assigned to the project, the date that they were hired and whether or not they live in the District of Columbia.

The Offeror shall comply with subchapter III of Chapter II of Title 1, and subchapter II of Chapter II of Title 1 of the D.C. Code, and all successor acts thereto and the rules and regulations promulgated thereunder. The Offeror and all member firms, subcontractors, tier subcontractors, subconsultants, and suppliers with contracts in the amount of \$100,000 or more shall be required to comply with the following: (i) enter into a First Source Employment Agreement with the D.C.

Department of Employment Services (“DOES”) upon execution of the contract; (ii) submit an executed First Source Agreement (Attachment D) to DOES prior to beginning work on the project; (iii) make best efforts to hire at least 51% District residents for all new jobs created by the project; (iv) list all employment vacancies with DOES; (v) submit monthly compliance reports to DOES by the 10th of each month; (vi) at least 51% apprentices and trainees employed must be residents of the District registered in program approved by the D.C. Apprenticeship Council; and (vii) trade contractors and subcontractors with contracts in the amount of \$500,000 or more must register an apprenticeship program with the D.C. Apprenticeship Council.

SECTION D EVALUATION AND AWARD CRITERIA

D.1 Evaluation Process

The Department shall evaluate submissions and any best and final offers in accordance with the provisions of this **Section D** and the Department’s Procurement Regulations.

D.2 Evaluation Committee

Each submission shall be evaluated in accordance with this **Section D** by an Evaluation Committee. The Evaluation Committee shall prepare a written report summarizing its findings and submit the same to the source selection official. Based on the information submitted by the Offerors in response to this RFP and the report prepared by the Evaluation Committee, the source selection official shall select the Offeror(s) whose submissions are determined by the source selection official to be the most advantageous to the Department.

D.3 Oral Presentation

The Department does not intend to interview Offerors; however, the Department reserves the right to short-list Offerors and only interview Offerors in the competitive range if necessary. If the Department conducts such interviews, each Offeror within the competitive range shall make an oral presentation to the Department’s Evaluation Committee, and participate in a question and answer session. The purpose of the oral presentation and the question and answer session is to permit the Evaluation Committee to fully understand and assess the qualifications of each Offeror and the Offeror’s key personnel. The submission will be re-scored at the conclusion of the oral presentation.

D.3.1 Length of Oral Presentation

Each Offeror will be given up to 30 minutes to make the presentation. At the end of the initial presentation, there will be a break for approximately 15 minutes for the Evaluation Committee to assess the presentation and prepare questions. The Offeror will then respond to questions from the Department’s Evaluation Committee for no more than 30 minutes.

D.3.2 Schedule

The order of presentation will be selected randomly and the Offerors will be informed of their presentation date before the beginning of oral presentations. The Department reserves the right to reschedule any Offeror's presentation at the discretion of the contracting officer.

D.3.3 Offeror Attendees

The oral presentation will be made by the Offeror's personnel who will be assigned the key jobs for this project. Each Offeror's presentation will be limited to 5 persons. The job functions of the persons attending the presentation will be considered to be an indication of the Offeror's assessment of the key areas of responsibility that are deemed essential to the successful completion of the project.

D.3.4 Topics

The Offeror may present information about its capabilities and special qualifications to serve as a Consultant for this contract, including the qualifications of key personnel.

D.4 Proposal Evaluation

Each proposal will be scored on a scale of 1 to 100 points. In addition, Offerors will be eligible to receive up to 12 preference points as described in **Section C.1** of this RFP for participation by Local, Small or Disadvantaged Business Enterprises. Thus, the maximum number of points possible is 112. The contract will be awarded to the Offeror with the highest evaluated score.

D.4.1 Experience & Key Personnel (30 points)

The Department desires to engage an Offeror with the experience necessary to perform the Scope of Work set forth in this RFP. Offerors will be evaluated based on their demonstrated experience in strategic planning and past performance. The availability and experience of the key individuals assigned to this project will be evaluated as part of this element. The Offeror shall be required to provide references. This element of the evaluation will be worth up to Thirty (30) points.

D.4.2 Project Management Plan & Technical Approach (30 points)

Offerors shall submit a Project Management Plan. The Project Management Plan should clearly explain how the Offeror intends to manage and implement the Project. It should demonstrate knowledge of the process and impediments that must be overcome and ensure that sufficient staffing will be provided. At a minimum, the plan should: (i) identify the key personnel and their specific roles in managing the Project; (ii) identify the key milestone dates and provide a description of how these dates will be achieved. This element of the evaluation will be worth up to Thirty (30) points.

D.4.3 Cost (40 points)

Offerors are required to quote firm fixed price for equipment and installation on **Attachment A**. This element of the evaluation is worth up to Forty (40) points.

SECTION E PROPOSAL ORGANIZATION AND SUBMISSION

This section outlines specific information necessary for the proper organization and manner in which Offerors' Proposals should be proffered. References are made to other sections in this RFP for further explanation.

E.1 Submission Identification

Submissions shall be proffered in an original and six (6) copies. The Offeror's submission shall be placed in a sealed envelope conspicuously marked: "Proposal for HVAC and UPS Replacement for Public Safety Radio Sites."

E.2 Delivery or Mailing of Submissions

Submissions should be delivered or mailed to:

DC Department of General Services
Attn: JW Lanum
Frank D. Reeves Center
2000 14th Street, NW, 8th Floor
Washington, DC 20009

E.3 Date and Time for Receiving Submissions

Submissions shall be received no later than 2:00 pm EDT, on **July 17, 2014**. The Offeror assumes the sole responsibility for timely delivery of its Submission, regardless of the method of delivery.

E.4 Submission Size, Organization and Offeror Qualifications

All submissions shall be submitted on 8-1/2" x 11" bond paper and typewritten. Telephonic, telegraphic, and facsimile submissions shall not be accepted. The Department is interested in a qualitative approach to presentation material. Brief, clear and concise material is more desirable than quantity. The submission shall be organized as follows:

E.4.1 Bid Form

Each Offeror shall submit a bid form substantially in the form of **Attachment A**. Material deviations, in the opinion of the Department, from the bid form shall be sufficient to render the proposal non-responsive.

E.4.2 Disclosure Form

Each Offeror shall submit a Disclosure Statement substantially in the form of **Attachment B**.

E.4.3 Executive Summary

Each Offeror should provide a summary of no more than three pages of the information contained in the following sections.

E.4.4 General Team Information and Firm(s) Data

Each Offeror should provide the following information for the principal firm and each of its subconsultants.

- A. Name(s), address(es), and role(s) of each firm (including all sub-consultants)
- B. Firm profile(s), including:
 - i. Age
 - ii. Firm history(ies)
 - iii. Firm size(s)
 - iv. Areas of specialty/concentration
 - v. Current firm workload(s) projected over the next six months
 - vi. Provide a list of any contracts held by the Offeror where the contract was terminated (either for default or convenience). This list should also identify any contracts that resulted in litigation or arbitration involving the Offeror. If the Offeror has multiple offices, only contracts held by the office submitting this proposal need be listed.
- C. Description of the team organization and personal qualifications of key staff, including:
 - i. Identification of the single point of contact for the Offeror.
 - ii. Resumes for each key participant on the team, including definition of that person's role, relevant project experience, and current workload over the next two years.
 - iii. Relevant certifications, publications, past clients, prior transactions, including square footage, type and volume.

E.4.5 Experience and Key Personnel

Each Offeror should submit a response that addresses the requirements of **Section D.4.1** of this RFP.

E.4.6 Project Management Plan & Technical Approach

Each Offeror should submit a response that addresses the requirements of **Section D.4.2** of this RFP.

E.4.7 Cost

The Offeror should submit cost information consistent with the requirements delineated in **Section D.4.3**.

E.4.8 Local Business Utilization Plan

Each Offeror must submit a proposed Local Business Utilization Plan that identifies the specific certified business enterprises that will participate in the contract and their anticipated roles. In addition, each Offeror should provide: (i) a narrative description of similar projects and the Offeror's success in meeting such goals; and (ii) a chart, in summary form, that identifies the Offeror's major public projects over the last five years and its success in achieving such goals.

E.4.9 Tax Affidavit

Each Offeror must submit a tax affidavit substantially in the form of **Attachment C**. In order to be eligible for this procurement, Offerors must be in full compliance with their tax obligations to the District of Columbia government.

SECTION F PROPOSAL PROCEDURES & PROTESTS

F.1 Contact Person

For information regarding this RFP please contact:

Toufique Sayed
Contract Specialist
Department of General Services
2000 14th Street, N.W.
Reeves Center, 8th Floor
Washington, D.C. 20009
Toufique.Sayed@dc.gov

Any written questions or inquiries should be sent to Toufique Sayed at the email address above.

F.2 Pre-proposal Conference

A pre-proposal conference will be held on **June 30, 2014 at 11:00 AM**. The conference will be held at the Public Safety Communications Center (PSCC), Conference Room #240 310 McMillan Drive NW, Washington, DC 20001. Interested Offerors are strongly encouraged to attend.

F.3 Site Visits

See **Attachment F – Site Visit Schedule**

F.4 Explanations to Prospective Offerors

Each Offeror should carefully examine this Request for Proposals and any and all amendments, addenda or other revisions, and thoroughly familiarize itself with all requirements prior to proffering a submission. Should an Offeror find discrepancies or ambiguities in, or omissions from, the RFP and amendments, addenda or revisions, or otherwise desire an explanation or interpretation of the RFP, any amendments, addenda, or revisions, it must submit a request for interpretation or correction in writing. Any information given to an Offeror concerning the solicitation shall be furnished promptly to all other Offerors as an amendment or addendum to this RFP if in the sole discretion of the Department that information is necessary in proffering submissions or if the lack of it would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before the award of the contract shall not be binding.

Requests should be directed to Toufique Sayed at the email address listed in Section F.1 no later than **5:00 PM on July 10, 2014**. The person making the request shall be responsible for prompt delivery.

F.5 Protests

Protests shall be governed by Section 4734 of the Department's Procurement Regulations (27 DCMR § 4734). Protests alleging defects in this solicitation must be filed prior to the time set for receipt of submissions. If an alleged defect does not exist in this initial RFP, but was incorporated into the RFP by an amendment or addendum, a protest based on that defect must be filed before the next closing time established for proffering submissions. In all other cases, a protester shall file the protest within ten (10) days after the protester knows or should have known, whichever is earlier, of the facts and circumstances upon which the protest is based. All protests must be made in writing to the Department's Chief Contracting Officer ("CCO") and must be filed in duplicate. Protests shall be served on the Department by obtaining written and dated acknowledgment of receipt from the Department's CCO. Protests received by the Department after the indicated period shall not be considered. To expedite handling of protests, the envelope shall be labeled "Protest".

This section is intended to summarize the bid protest procedures and is for the convenience of the Offerors only. To the extent any provision of this section is inconsistent with the Procurement Regulations, the more stringent provisions shall prevail.

F.6 Contract Award

The District intends to award multiple contracts for this requirement. Offeror's are allowed to bid on one or both Aggregate Groups, however, the Offeror will only be awarded one group.

F.7 Retention of Submissions

All submissions shall be retained by the Department and therefore shall not be returned to the Offerors. With the exception of proprietary financial information, the submissions shall become the property of the Department and the Department shall the right to distribute or use such information as it determines.

F.8 Examination of Submissions

Offerors are expected to examine the requirements of all instructions (including all amendments, addenda, attachments and exhibits) in this RFP. Failure to do so shall be at the sole risk of the Offeror and may result in disqualification.

F.9 Late Submissions: Modifications

- A. Any submission or best and final offer received at the office designated in this RFP after the exact time specified for receipt shall not be considered.
- B. Any modification of a submission, including a modification resulting from the CCO's requests for best and final offers, is subject to the same conditions as in F.8 stated above.
- C. The only acceptable evidence to establish the time of receipt at the Department's office is the time-date stamp of such installation on the submission wrapper or other documentary evidence of receipt maintained by the installation.
- D. Notwithstanding any other provisions of this Request for Proposals to the contrary, a late modification of an otherwise successful submission which makes its terms more favorable to the Department may be considered at any time it is received and may be accepted.
- E. Submissions shall be irrevocable and remain in full force and effect for a period not less than 120 days after receipt of submissions.

F.10 No Compensation for Preparation of Submissions

The Department shall not bear or assume any financial obligations or liabilities regarding the preparation of any submissions submitted in response to this RFP, or prepared in connection therewith, including, but without limitation, any submissions, statements, reports, data, information, materials or other documents or items.

F.11 Rejection of Submissions

The Department reserves the right, in its sole discretion:

- A. To cancel this solicitation or reject all submissions.
- B. To reject submissions that fail to prove the Offeror's responsibility.
- C. To reject submissions that contain conditions and/or contingencies that in the Department's sole judgment, make the submission indefinite, incomplete, otherwise non-responsive, or otherwise unacceptable for award.
- D. To waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to any Offeror.
- E. To take any other action within the applicable Procurement Regulations or law.
- F. To reject the submission of any Offeror that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals.

F.12 Limitation of Authority

Only a person with prior written authority from the CCO shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clauses or conditions of the contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this RFP is not effective or binding unless made in writing and signed by the CCO or its authorized representative.

SECTION G INSURANCE REQUIREMENTS

G.1 Required Insurance

The Offeror will be required to maintain the following types of insurance throughout the life of the contract.

G.1.1 Commercial general public liability insurance ("Liability Insurance") against liability for bodily injury and death and property damage, such Liability Insurance to be in an amount not less than One Million Dollars (\$1,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and One Million Dollars (\$1,000,000) from the aggregate of all occurrences within each policy year. The policy should include completed operations coverage and must be maintained for a period of at least three (3) years after substantial completion occurs.

G.1.2 Workers' compensation and Employers Liability coverage providing statutory benefits for all persons employed by the Offeror, or its contractors and subcontractors at or in connection with the Work.

G.1.3 Automobile Liability, including Hired and Non-Owned Auto Liability in the amount of at least One Million Dollars (\$1,000,000) for each occurrence for bodily injury and property damage.

G.2 Additional Insured

Each insurance policy shall be issued in the name of the Contractor and shall name as additional insured parties the Department and the District of Columbia, and shall not be cancelable or reduced without thirty (30) days prior written notice to the Department.

G.3 Waiver of Subrogation

All such insurance shall contain a waiver of subrogation against the Department and the District of Columbia, and their respective agents.

G.4 Strength of Insurer

All insurance shall be placed with insurers that are reasonably acceptable to the Department and with an A.M. Best's rating of not less than A- (Excellent) and a surplus size of not less than XV. All such insurers shall be licensed/approved to do business in the District of Columbia.