

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Request for Proposals
COMPREHENSIVE JANITORIAL SERVICES
FOR THE METROPOLITAN POLICE DEPARTMENT (“MPD”) & FIRE AND
EMERGENCY MEDICAL SERVICE (FEMS)
DCAM-17-NC-0096
Addendum No. 2
Issued: August 15, 2017

This Addendum No.2 is issued by DGS on August 15, 2017. Except as modified herein, the Request for Proposals (RFP) remains unmodified and is hereby published on the DGS website.

Item No. 1

Question and Answers:

Add/Incorporate:

The District’s responses to Potential Offeror’s questions are incorporated by this Addendum No. 2 as Exhibit A.

Item No. 2

SECTION G.11 PLACEMENT OF ORDERS FOR SUPPLEMENTAL SERVICES:

Delete in its Entirety:

SECTION G.10.2 and SECTION G.10.3

Replace with:

SECTION G.11.2 and SECTION G.11.3

Item No. 3

Exterior Window Washing:

Delete in its Entirety:

SECTION C.4.2.4.1

Replace with:

SECTION C.4.2.4.1

The Contractor shall perform exterior window washing (ground level only) as standard planned services on an annual basis. The Contractor shall clean both sides of the glass to ensure the glass is clean and free of dirt, grime, streaks and moisture, and shall not be cloudy. The Contractor shall wipe and clean window sashes, sills, woodwork, and other areas surrounding the glass so that the area is free of drippings and other watermarks. Cleaning frequencies at the request of the COTR, which are in addition to standard planned services shall be completed on a supplemental reimbursement basis to the Contractor. See **Attachment J.1** for details regarding scheduling.

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Item No. 4

SECTION C.4.9.1.1 Staffing and Work Schedules:

Add/Incorporate:

Weekly – Basic Janitorial Services for MPD, FEMS, and DHS apply as follows (subject to modification as to need and availability):

Warehouse 3180 V St, NE –

1. Monday and Thursday from 8:00 am until 12:00 pm, with staffing members on a 4 hour shift.

I. Minimum of Two (2) Employees, One (1) Male and One (1) Female Monday thru Friday, from 8:00 am thru 12:00 pm.

Engine 16 –

1. Monday from 12:00 pm until 4:00 pm, with staffing members on a 4 hour shift. **3rd (Third) Floor Only.**

I. Minimum of Two (2) Employees, One (1) Male and One (1) Female Monday, from 12:00 pm thru 4:00 pm.

DHS Warehouse 4 DC Village Ln, SW –

1. Monday and Thursday from 8:00 am until 12:00 pm, with staffing members on a 4 hour shift.

I. Minimum of Two (2) Employees, One (1) Male and One (1) Female Monday thru Friday, from 8:00 am thru 12:00 pm.

Engine 2 –

1. Monday and Friday from 8:00 am until 12:00 pm, with staffing members on a 4 hour shift.

I. Minimum of Two (2) Employees, One (1) Male and One (1) Female Monday thru Friday, from 8:00 am thru 12:00 pm.

Training Academy; Gun Hut and Tactical Village –

1. Monday, Wednesday and Friday from 8:00 am until 12:00 pm, with staffing members on a 4 hour shift.

I. Minimum of Two (2) Employees, One (1) Male and One (1) Female Monday thru Friday, from 8:00 am thru 12:00 pm.

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Item No. 5 **Strike Contingency Plan for separation of employees
and employee absence:**

Delete in its Entirety: **SECTION C.4.9.5.3**

Replace with: **RESERVED**

Item No. 6 **Insurance Requirements:**

Delete in its Entirety: **I.8 INSURANCE**

Replace with: **Exhibit B - Minimum Insurance Requirement**

Item No. 7 **Attachments J.2 – Price Schedule:**

Delete in its Entirety: **Attachment J.2 – Price Schedule**

Replace with: **Attachment J.2 – Price Schedule (Revised), dated August 15, 2017**

Item No. 8 **SECTION C.4.9.1.1 Staffing and Work Schedules:**

Add/Incorporate: **Facility Core Hours (EXCEPTIONS) apply as follows:**
2850 New York Ave, NE; Special Operations Division Tactical
Branch, NSID (Narcotics), and Equipment and Supply Branch –

- I. Minimum of Five (5) Employees, Two (2) Male and Three (3) Female Monday thru Friday, from 7:00 am thru 4:00 pm; and
- II. Minimum of Five (5) Employees, Two (2) Male and Three (3) Female Monday thru Friday, 4:00 pm thru 10:00 pm.
- III. Minimum of Five (5) Employees, Two (2) Male and Three (3) Female Saturday and Sunday, 8:00 am thru 4:00 pm.

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Item No. 9

Section C.4.7.1.1 Green Cleaning Plan Deliverable

Add/insert:

The Green Cleaning Plan is required to be submitted 15 days after issuance of award.

Item No. 10

Proposal Due Date:

Delete in its Entirety:

All reference to Proposal Due Date; Cover Page, Section L.3.1 Proposal Submission


Replace with:

Proposal submissions shall be received no later than **2:00 p.m. EST on Friday, August 25, 2017**. The Offeror assumes the sole responsibility for timely delivery of its submission, regardless of the method of delivery.

All other terms and conditions remain unchanged.



Kimberly Gray
Supervisory Contract Specialist



Date

- End of Addendum No. 2 -

DCAM-17-NC-0096
COMPREHENSIVE JANITORIAL SERVICES
ADDENDUM NO. 2 - EXHIBIT A

NO.	QUESTION	ANSWER
1	What was the previous contract award value?	All request for information regarding current and or previous contracts must be submitted via a formal FOIA request to the Department. Information on submitting a FOIA request can be located on the Department of General Services website: https://dgs.dc.gov/page/open-government-and-foia-dgs
2	What is the breakdown of the number of employees the current incumbent uses per site?	DGS does not have this information.
3	Can we please get a breakdown of the monthly paper product usage per site?	DGS does not have this information.
4	With regards to the FEMS sites, how many total sites are included in the contract? How many will require bi-yearly deep cleaning services?	There are 36 FEMS sites in total. Each location <u>may</u> require a bi-annual deep cleaning.
5	How many total sites will require weekly services?	See Addendum No. 2, Item No. 4 Weekly - Basic Janitorial Services for MPD, FEMS and DHS
6	Regarding this solicitations, are there any stipulations for joint ventures?	Please refer to Section H.9 Subcontracting Requirements , Section L.17 Legal Status of Offeror and Section M.4.3 Preferences for Certified Joint Ventures for details.
7	Are both parties of the joint venture required to be CBE's?	Per the Department of Small and Local Business Development (DSLBD), no, both parties of the joint venture are not required to be CBE's. Please contact DSLBD for further clarifications regarding Joint Ventures.
8	We were informed that the heliport site was not being cleaned by the current contractor, is this site still included in this solicitation or should it be omitted?	Although 1724 S. Capitol St. SW was provided to potential Offerors as a "Site-visit location" this location is not part of the CLIN list; thus services are <u>not</u> required.
9	Is a bond of any amount required for this solicitation?	No, there is no bond required for this solicitation.
10	In section H.9.1 there are mandatory subcontracting requirements, is this still in effect if there is a joint venture?	All sub-contracting requirements are applicable if the offeror is planning to sub-contract. Please contact DSLBD for further clarifications regarding sub-contracting requirements.
11	Can a prime contractor only sub-contract to a CBE?	Please refer to Section H.9 Subcontracting Requirements.
12	With regards to the MPD firing range, cleaning is said to be required in the shell depository area but access is only provided via a ladder, how will we be able to move cleaning equipment by a ladder? Will additional provisions be implemented to allow cleaning to this area?	No, additional provisions will not be implemented by the District. It is the responsibility of the Contractor to use there discretion to provide safe and proper cleaning of the shell depository area.
13	What is the difference between PSRN, PSRN1 and Non-PSRN?	PSRN1 means high priority. PSRN means priority. NON PSRN means non priority.
14	Are there any public prints on any of the Police sties?	No, there are no public prints available for Police sites.
15	Does C.4.2.4.1 Exterior Window Washing refer to high windows or the regular windows up to 8 ft.?	Section C.4.2.4.1 Exterior Window Washing refers to all Exterior Windows. Please refer to Both Section C.4.2.4.1 and Section C.4.2.4.2 for more details.
16	What is the name of the Firing Range Filtering System referred to in C.4.3.3 – as the RFP says we have to furnish and install the filters?	The name of the Firing Range Filtering System is Range Air Handler. Hepa filters and regular filters required.
17	Will the criminal history check by MPD as noted in C.4.9.1.8(i) cover the requirement of the background check in C.4.9.1.8(b)?	No, they are two (2) separate requirements.
18	Will this be a multiple award or a single award contract?	DGS will make a single contract award.
19	Because the contractor will be responsible for the consumables (restroom products and liners) at each location, please provide the population at each location so that we can provide accurate pricing.	DGS does not have this information. MPD and FEMS have multiple locations with various shifts with 24/7 staffing.
20	What is the name of the current contractor and their contract price?	The current contractor is Superior Services & Associates, Inc.; however, information regarding the contract and/or contract price must be submitted via a Freedom of Information Act (FOIA) request. Information on submitting a FOIA request can be located on the Department of General Services website: https://dgs.dc.gov/page/open-government-and-foia-dgs
21	Is the scope of work for this requirement the same as the previous contract?	No, The scope of work is similar in scope but specifications have changed.
22	Is there storage space available at each location for the supplies and equipment?	Yes, there is storage space available at each location for the supplies and equipment.
23	Does Living Wage or the Wage Determination prevail in this contract? Please specify which wage rate we should use for this contract.	The contract pursuant to this RFP will be subject to the most current U.S. Department of Labor Service Contract Act Wage Determination and the D.C. Living Wage Act. Contractors and all subconsultants are required to follow the laws by which both are governed.
24	Being an CBE/SBE, do I have to meet the 35% CBE/SBE subcontracting requirement?	If a SBE/CBE prime contractor chooses to self perform, that prime contractor is not required to comply with the subcontracting requirement. However, if a SBE/CBE prime contractor choses to subcontract, they are required to follow all applicable sub-contracting requirements as described under Section H.9.1 Mandatory Subcontracting Requirements,

NO.	QUESTION	ANSWER
25	Are there a Pricing Proposal Form for the FEMS locations in B.6.7	The majority of FEMS locations are to be serviced on a "As Needed" or "Bi-Annual" basis. However, some FEMS locations do have a specific cleaning scheduled. Please refer to Addendum #2 for details.
26	With regards to our submission of the pricing, what is the difference between the Cost Reimbursement Component and the Supplemental Service Rates?	Cost reimbursement dollars are the Governments funds used to cover the cost for any services outside of the routine monthly services identified in the SOW. Potential services that could be subject of the Cost Reimbursement are identified in Section B.4.
27	Will the contractor be responsible for providing the hazardous waste "red" liners?	Yes, the contractor will be responsible for providing the hazardous waste "red" liners.
28	When is the Green Cleaning Plan (GCP) discussed in C.4.7.1.1 required to be submitted?	The Green Cleaning Plan is required to be submitted 15 day after issuance of award. Please refer to Addendum No. 2, Item No. 10.
29	The text of C.4.9.5.3 does not support the title. Is either the title or the text incorrect?	See Addendum No. 2, Item No. 5
30	What are the required limits for Professional Liability Insurance (Errors and Omissions) required in accordance with I.8.1.6?	See Addendum No. 2, Item No. 6 Exhibit B
31	What is the required limit for Crime Insurance (3rd Party Indemnity) required in accordance with I.8.1.7?	See Addendum No. 2, Item No. 6 Exhibit B
32	What are the required limits for Environmental Liability Insurance required in accordance with I.8.1.9?	See Addendum No. 2, Item No. 6 Exhibit B
33	What are the required limits for Employment Practices Liability required in accordance with I.8.1.10?	See Addendum No. 2, Item No. 6 Exhibit B
34	Are all offerors required to submit a redacted, electronic copy of their proposal in accordance with L.13, or will only the successful offeror be required to submit this after contract award?	Yes, all offerors are required to submit a redacted electronic copy of their proposal in accordance with Section L.13.
35	Some of the facilities mentioned only show 12 staff hours per day and the cleanable square footage is very large. Can you please look at First District, 6D/Youth Division, Patrol Services Division, Henry Daly Building and the Academy to determine if the number of daily staff hours is correct? In addition are all of the daily staff hours at 7 days per week?	The specifications herein are a statement of the <u>minimum level</u> of janitorial and housekeeping services standards of performance that the Contractor shall provide. They are not intended to represent maximum performance levels or limitation of the effort the Contractor shall expend to accomplish said work. The task and expectations related to the janitorial and housekeeping function are all inclusive.
36	Can you provide the number of staff for each location by shift	No, DGS does not have this information. MPD and FEMS have multiple locations with various shifts with 24/7 staffing.
37	Is there a collective bargaining agreement in place?	No, there is not a collective bargaining agreement.
38	Do all locations require service on all holidays at the same level as non-holidays	The MPD and FEMS locations subject of this requirement are round-the-clock operations and it is the Governments expectation that services are delivered as prescribed on a daily basis.
39	Is the contractor required to provide hand sanitizer stations and refills	Yes, the contractor will provide hand sanitizer stations and refills.
40	Not including janitorial supply closets will there be janitorial office space for contractor's staff	No, office space will not be provided to the Contractors Staff.
41	Will contractor be responsible for their own phone and data lines, or will this be supplied by the District	Per the above Q&A No.39 the Janitorial Contractor will not be provided administrative office space at any of the contract facility locations; thus phone lines and or data lines will not be available or supplied by the District.

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Exhibit B

INSURANCE

- A. **GENERAL REQUIREMENTS.** The Contractor at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A- / VII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein.

All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Contractor and its subcontractors (except for workers' compensation and professional liability insurance) as an additional insured for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its subcontractors, and not the additional insured. The additional insured status under the Contractor's and its subcontractors' Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 and CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the CO in writing. All of the Contractor's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Contractor or its subcontractors, or anyone for whom the Contractor or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Contractor and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee and subcontractors.

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1. Commercial General Liability Insurance (“CGL”). The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. (“ISO”) form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for all ongoing and completed operations of the Contractor, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit.
2. Automobile Liability Insurance. The Contractor shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor, with minimum per accident limits equal to the greater of (i) the limits set forth in the Contractor’s commercial automobile liability policy or (ii) \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers’ Compensation Insurance. The Contractor shall provide evidence satisfactory to the CO of Workers’ Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer’s Liability Insurance. The Contractor shall provide evidence satisfactory to the CO of employer’s liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

All insurance required by this paragraph 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

4. Crime Insurance (3rd Party Indemnity) - The Contractor shall provide a 3rd Party Crime policy to cover the dishonest acts of Contractor’s employees which result in a loss to the District. The policy shall provide a limit of \$100,000 per occurrence.

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5. Environmental Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of pollution legal liability insurance covering losses caused by pollution conditions that arise from the ongoing or completed operations of the Contractor. Completed operations coverage shall remain in effect for at least ten (10) years after completion of the work. Such insurance shall apply to bodily injury, property damage (including loss of use of damaged property or of property that has been physically injured), cleanup costs, liability and cleanup costs while in transit, and defense (including costs and expenses incurred in the investigation, defense and settlement of claims). There shall be neither an exclusion nor a sublimit for mold-related claims. The minimum limits required under this paragraph shall be equal to the greater of (i) the limits set forth in the Contractor's pollution legal liability policy or (ii) \$2,000,000 per occurrence and \$2,000,000 in the annual aggregate. If such coverage is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverages under the policy precedes the Contractor's performance of any work under the Contract and that continuous coverage will be maintained or an extended reporting period will be exercised for at least ten (10) years after completion. The Contractor also must furnish to the Owner certificates of insurance evidencing pollution legal liability insurance maintained by the transportation and disposal site operators(s) used by the Contractor for losses arising from facility(ies) accepting, storing or disposing hazardous materials or other waste as a result of the Contractor's operations. Such coverages must be maintained with limits of at least the amounts set forth above.
6. Sexual/Physical Abuse & Molestation - The Contractor shall provide evidence satisfactory to the Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate of affirmative abuse and molestation liability coverage. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts. So called "silent" coverage under a commercial general liability or professional liability policy will not be acceptable.
7. Professional Liability Insurance (Errors & Omissions) - The Contractor shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of \$1,000,000 per claim or per occurrence for each wrongful act and \$2,000,000 annual aggregate. The Contractor warrants that any applicable retroactive date precedes the date the Contractor first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services.

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Exhibit B

8. Commercial Umbrella or Excess Liability. The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Contractor's umbrella or excess liability policy or (ii) \$10,000,000 per occurrence and \$10,000,000 in the annual aggregate, following the form and in excess of all liability policies. All required liability coverages must be scheduled under the umbrella or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the "other insurance" provision must be amended in accordance with this requirement and principles of vertical exhaustion.
- B. PRIMARY AND NONCONTRIBUTORY INSURANCE
The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.
- C. DURATION. The Contractor shall carry all required insurance until all contract work is accepted by the District of Columbia, and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.
- D. LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**
- E. CONTRACTOR'S PROPERTY. Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
- F. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.
- G. NOTIFICATION. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of coverage and / or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium. The Contractor will also provide the CO with an updated Certificate of Insurance should its insurance coverages renew during the contract.

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H. CERTIFICATES OF INSURANCE. The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

The Government of the District of Columbia

And mailed to the attention of:

George G. Lewis, CPPO
Associate Director, Contracts and Procurement
Department of General Services
2000 14th ST N.W
Washington, DC 20009
Office (202) 478-5727
george.lewis@dc.gov

The CO may request and the Contractor shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Contractor expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

- I. DISCLOSURE OF INFORMATION. The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.
- J. CARRIER RATINGS. All Contractor's and its subcontractors' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the in the District.