

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-18-NC-0027**  
**Addendum No. 5**  
**Issued: February 9, 2018**

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This Addendum No. 5 is issued by DGS on **February 9, 2018**. Except as modified herein, the Request for Proposals (RFP) remains unmodified and is hereby published on the DGS website.

**Item No. 1**

**Technical Proposal**

**Delete in its Entirety:**

**SECTION L.2.2 Technical Proposal**

**Replace with:**

**SECTION L.2.2 Technical Proposal**

**L.2.2.1 Relative Experience and Past Performance of the Team  
(Points 20)**

The Department desires to engage one Contractor with the experience necessary to realize the objectives set forth in Section C of this RFP. Offerors will be evaluated based on:

- (i) Description of Offeror’s overall experience as a Prime Contractor and a subcontractor providing services similar in size and scope as those described in Section C. The Offeror’s description shall address lessons learned and the application of those lessons to providing the required services.
- (ii) List of all contracts and subcontracts the Offeror has performed in the past five (5) years similar in size and scope as the required services described in Section C. The Offeror’s list shall include the following information for each contract or subcontract:
  - 1. Name, location and owner of property;
  - 2. Type of property;
  - 3. Contract’s period of performance;
  - 4. Total contract value;
  - 5. Identification of the Offeror’s role as either the Prime or subcontractor and a description of services provided;
  - 6. Name, title, address, email and telephone number of a verifiable representative of the Owner of the property.

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The Offeror shall confirm the accuracy of the contract information for each property.

- (iii) Past Performance Evaluation Forms provided by Contractor's past clients (Attachment J.12). A minimum of three (3) Past Performance Evaluation Forms shall be submitted with the Offeror's proposal for each project.

**L.2.2.2 Relevant Experience of Key Personnel (Points 20)**

The District desires that senior personnel be assigned to this contract that has experience in completing requirements similar in size and scope. The availability and experience of the key personnel assigned to this project will be evaluated as part of this element. Proposals should identify, at a minimum:

- (i) A discussion of the Offeror's Key Personnel's overall experience providing services similar in size and scope as those described in Section C.
- (ii) Provide resumes for each person - The key personnel identified will be evaluated on their specific experience and past performance on projects of similar size, type and complexity to the scope of work in this contract. Resume(s) of proposed contract manager and on-site supervisor(s) demonstrating that the on-site supervisors proposed have at least two (2) years of experience in the commercial janitorial services field and at least one (1) year experience in directing crews on sites of similar size and scope to the District. The contract manager must have demonstrated experience in the commercial janitorial service field and contract administration.
- (iii) A commitment letter for each key personnel on the Offeror's company letterhead committing each key personnel for the duration of this contract, including Option Years.
- (iv) Three (3) client references for each key personnel to assess the skills and qualifications of each personnel. Offerors shall provide the following information for each client reference:
  1. Name, location, and owner of facility
  2. Job title and description
  3. Contract amount and time period (start and finish dates)
  4. Gross square footage (GSF) area for each facility
  5. Name, title, address, email, and telephone number of a verifiable representative of the client. The Offeror shall

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be responsible in providing valid and accurate contact information.

Absent death, disability or separation from the Offeror's employment, the Offeror will not be allowed to reassign any of the key personnel. The availability and experience of the roster of individuals available to be assigned to this project will be evaluated as part of this element.

**L.2.2.3 Project Management Plan (Points 40)**

Offerors are required to submit a Project Management Plan. The Project Management Plan shall clearly explain how the Contractor intends to manage and control the Project outlined in Section C. It should demonstrate a knowledge of the process and impediments that must be overcome and ensure that sufficient staffing will be provided. At a minimum, the plan should address the following:

- i. **Staffing Plan:** Identify the key personnel and their specific roles in managing the Project. How the skill levels and expertise of the proposed staffing relate to particular tasks and how its team will work as a collective whole to deliver results, maximize speed and ensure quality of services to DGS.
- ii. **Organizational Chart:** Submit an organizational chart that describes the staffing plan, illustrating reporting lines, and names and titles for key participants proposed by the team, including subcontractors.
- iii. **Quality Control Plan (QCP):** Address all aspects of ensuring and sustaining a quality control plan per the requirements of the contract; describe processes in place to ensure that the conditions and appearance of the facilities are maintained at the Districts desired level and image.
  - Explain how the Offeror will assure quality across the project lifecycle, including identification of the best and environmentally safe products, communication with the Department about products, services, and scheduling options.
- iv. **Capacity:** in terms of in-house capabilities and access to subcontractors, to provide additional services.
- v. **Key Challenges:** Describe the key challenges inherent in this Project and explain how they will be overcome or mitigated.

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**Item No. 2**

**Price**

**Delete in its Entirety:**

**SECTION L.2.3 Price (30 points)**

**Replace with:**

**SECTION L.2.3 Price (20 points)**

The price evaluation will be objective. The Offeror with the lowest price will receive the maximum price points. The offeror must submit a price for all line items for the base and four (4) one (1) option year periods in order to be considered. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each Offeror's evaluated price score:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times \text{WEIGHT (20)} = \text{Evaluated price score}$$

**Item No. 3**

**Technical**

**Delete in its Entirety:**

**SECTION M.3.1 Technical**

**Replace with:**

**SECTION M.2.1 Technical Proposals**

Technical Proposals will be evaluated based on the following evaluation factors in the manner described below:

**M.2.1.1 Relative Experience and Past Performance of the Team (20 Points)**

DGS desires to engage a Contractor with the experience necessary to perform the requirements as described in Section C of this solicitation.

Offerors will be evaluated on the basis of the information provided in response to Section L.2.2.1.

**M.2.1.2 Relative Experience of Key Personnel (20 Points)**

Offerors will be evaluated on the basis of the information provided in response to Section L.2.2.2.

**M.2.1.3 Project Management Plan (40 Points)**

Offerors will be evaluated on the basis of the information provided in response to Section L.2.2.3.

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**Item No. 4**

**Technical**

**Delete in its Entirety:**

**SECTION M.3.2 Price (30 points)**

**Replace with:**

**SECTION M.3.2 Price (20 points)**

Lowest price proposal

----- X WEIGHT (20) = Evaluated price score  
Price of proposal being evaluated

All other terms and conditions remain unchanged.

*Kimberly Gray*  
Kimberly Gray  
Contracting Officer

*2/9/2018*  
Date

- End of Addendum No. 5 -