

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES (DGS)



REQUEST FOR SPACE ("RFS")

The District of Columbia's Department of General Services (DGS) is seeking offers of secured parking for government employees. Parking manager/operator will provide competitive rates for 250 paved parking spaces. DGS is interested in a secure parking facility. The District will guarantee up to 150 spaces of the total provided by the parking operator. Parking contracts will be directly between the user and parking manager. Spaces must be available no later than August 31, 2012. The parking operator shall enter into parking contracts directly with District employees.

Requirement: Minimum 250 Parking Spaces

- **Location:** Facility must be within 2,000 feet of **2nd and I Streets SE Washington DC**
- **Term:** 3 year term, with two 1-year renewal options
- **Delivery:** August 31, 2012
- **Parking:** 250 secure, paved, parking spaces

The parking operator will be responsible for patron interaction, management, cleaning, snow removal, towing, and insurance. The parking operator will interact directly with District employees and patrons for all matters concerning parking registration, contract terminations, pricing and payments processing for monthly, daily, and hourly use. The parking operators responsibilities shall include:

1. Coordinate with DGS confirming authorized District employee parkers;
2. All parking contracts will be directly between the District employee and the operator for the rates negotiated by the District;
3. Provide a paved lot secured with fence and gate;
4. Ensure pavement is in good condition;
5. Re-stripe the lot annually;
6. Provide hang tags;
7. Maintain insurance to cover damages and liability in an amount to be determined by the District of Columbia Government

CRITERIA FOR EVALUATION:

Evaluation and selection will be based upon the offer submitted, condition of the facility, availability of the spaces, as well as a site visit, and what is in the best interest of the District. Offers will be evaluated based on the criteria listed above. In addition, the District will consider the following factors:

Location: Is the property within 2,000 feet or less from 2nd and I St SE Washington DC?

Rate: Is the proposed rate competitive according to current market conditions and competing bids?

Delivery Dates: Can the District occupy the premises by August 31, 2012?

SUBMISSION REQUIREMENTS:

Please provide a hard copy and electronic copy. Written offers should be in 12-point font size on 8.5"x 11" paper. Offers must be hand delivered to:

Department of General Services
ATTENTION: Eric Harris
REFERENCE: DGS-RFS-2012-4
2000 14th Street, NW - 8th Floor
Washington, DC 20009
No phone calls please.

Facsimile Offers will not be accepted. Each Offer shall be submitted in a sealed envelope conspicuously marked: **"Offer in Response to DGS-RFS-2012-4."**

A hard copy and electronic copy of the offers, with all required supplemental information and documentation, must be submitted to DGS by **July 31, 2012 at 3:00 p.m.** to be considered.

This Request for Space shall not be considered an offer to lease and DGS reserves the right to withdraw its solicitation at any time.