



**ADDENDUM**

**Addendum No. 1**

**Issued: March 23, 2015**

**Solicitation No. : 0016-2015  
Janitorial Services**

All respondents shall acknowledge receipt of this addendum, sign below and return it with your bid. **Failure to acknowledge receipt of this addendum may be cause for rejection of your bid.** Respondents are informed that the above named solicitation is modified as follows:

The District of Columbia Housing Authority hereby has revised the following information as outlined in this addendum below:

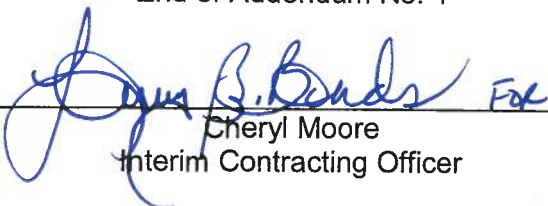
- I. DCHA has scheduled an "Escorted Walk Through" for the scheduled properties listed below from the Solicitation. This "Escorted Walk Through" will take place promptly on **Tuesday, March 31, 2015 at 9:30 a.m., District of Columbia Housing Authority, Office of Administrative Services, Suite 300.** All interested respondents are encouraged to RSVP on or before Friday, March 27, 2015, at 4:45 p.m. There **will not** be a Pre-Proposal Conference for this Solicitation.

**In Order of the Scheduled Visits:**

- 1) 1133 North Capitol Street, NE (Headquarters)
  - 2) 1170 12<sup>TH</sup> Street, NW (Regional Office)
  - 3) 675 Taylor Street, NE (Warehouse)
  - 4) 1155 Kenilworth Avenue, NE (Motor Pool)
  - 5) 203 N Street, SW (Southwest Family Enhancement Career Center)
- II. The District of Columbia Housing Authority has received questions in response to the subject solicitation and is outlined in **"Exhibit A Questions/Concerns"** attached to this addendum.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

End of Addendum No. 1

  
Cheryl Moore  
Interim Contracting Officer

Acknowledgement of Receipt:

Respondent: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Janitorial Services  
0016-2015**

**Questions/Concerns**

**QUESTION 1:** What is the square footage for each building that the contractor is responsible for cleaning? Is there a breakdown on carpet, vinyl floors, restrooms, etc?

**DCHA RESPONSE:** According to a professionally done survey of the Headquarters Site the building is 139,227 square feet from the basement to the 4<sup>th</sup> floor. The other sites are much smaller in comparison and it can be assessed during the site visit. No there is not a breakdown on carpet, vinyl floors, restrooms, etc.

**QUESTION 2:** Is the contractor responsible for supplying paper products and what is the approximate monthly consumption and cost?

**DCHA RESPONSE:** The contractor is responsible for all paper products. We do not have any estimated monthly consumption cost.

**QUESTION 3:** Are contractors allowed to visit the sites to assist in preparation of the proposal?

**DCHA RESPONSE:** There will be a site visit on March 31, 2015, beginning at 9:30 a.m. Beginning at DCHA Head Quarters in the Office of Administrative Services, Suite 300.

**QUESTION 4:** How much is the current value of the contract and who is the incumbent vendor? Are the cleaning specifications provided the same as what is currently in place?

**DCHA RESPONSE:** The current value of the contract can be acquired through the Freedom of Information Act (FOIA) request via mail through DCHA's, Office of The General Counsel, Suite 210, Washington, DC 20002. Yes, the cleaning specifications are the same as what is listed in the solicitation.

**QUESTION 5:** Are all buildings required to be cleaned day and night? What is the breakdown for cleaning access for each building?

**DCHA RESPONSE:** The buildings are required to be cleaned **during the hours listed in the solicitation 0016-2015 Janitorial Services**. Headquarters has 24 hour access and the other sites are limited to a tour of duty. The official tour of duty for most DCHA locations are 8:15 a.m. – 4:45 p.m. and Motor Pool is 7:00 a.m. – 5:00 p.m., Monday-Friday. A request is made through the COTR by the contractor if any access to the buildings needs to be made outside of the official tour of duty.

**QUESTION 6:** Which buildings require outside maintenance/parking lot maintenance? Is the required schedule for outside maintenance Monday – Friday?

**DCHA RESPONSE:** The outside maintenance/parking lot maintenance is a requirement for Headquarters only. The parking lot maintenance is Monday – Friday.

**QUESTION 7:** Are day porters required for buildings that require day-time cleaning? For example, 203 N Street SW states work is to be performed Monday thru Friday between the hours of 9 am – 3 pm.

**DCHA RESPONSE:** Yes day porters are required.

**QUESTION 8:** Who is responsible for snow removal?

**DCHA RESPONSE:** The janitorial staff is not responsible for snow removal on the exterior of the premises. They are responsible for maintaining a dry and safe environment on the interior of the building in consideration of the elements and chemicals used outside.

**QUESTION 9:** How many offices and bathrooms on each floor of each location?

**DCHA RESPONSE:** Noted during the “Escorted Walk Through”