



District of Columbia Housing Authority

1133 North Capitol Street, NE Washington, DC 20002-7599

202-535-1000

Tyrone Garrett, Executive Director

ADDENDUM

ADDENDUM NO. 1

ISSUE: June 15, 2018

REQUEST FOR PROPOSAL (RFP) SOLICITATION NO.: 0023-2018 JANITORIAL SERVICES

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

- I. **The District of Columbia Housing Authority submits its responses to all questions received related to the subject solicitation. Please reference "Attachment A" of this addendum.**

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED
End of Addendum No. 1

Cheryl Moore
Contracting Officer

Acknowledgement of Receipt:

Respondent: _____

Name: _____ Title: _____

ATTACHMENT A

Janitorial Services DCHA RFP #0023-2018

Inquiries/Questions and Responses

QUESTION 1: Will the contractor or DCHA be responsible for all paper products (paper towels, toilet paper, etc.)?

DCHA RESPONSE: Yes, the Contractor is responsible for all paper products.

QUESTION 2: Per the solicitation, do we need to have all the minimum insurance requirements when we submit our proposals or will we need to have it in place once contract is granted? Such as (Employee Dishonesty \$250,000; General Liability \$2,000,000; and Employers Liability)

DCHA RESPONSE: Having the appropriate insurance is required as condition of the contract prior to award. The contractor needs to be able to acquire insurance in accordance with the insurance limits specified.

QUESTION 3: Per the Freedom of Information Act, may I request a copy of the current janitorial contract amount per building?

DCHA RESPONSE: The FOIA request must be submitted to the District of Columbia Housing Authority General Counsel's Office. The request can be emailed to foia@dchousing.org.

QUESTION 4: Will there be remaining consumables?

DCHA RESPONSE: No, there will be no remaining consumables.

QUESTION 5: If there are remaining consumables, will all of the current remaining supplies and equipment's within all of the closets at each site be available as a start for the new awardees?

DCHA RESPONSE: Please see answer to Question 4.

QUESTION 6: What is the current budget for services?

DCHA RESPONSE: Information regarding the current janitorial contract costs must be submitted as Freedom of Information Act (FOIA) request to the District of Columbia Housing Authority General Counsel's Office, Requests can be emailed to foia@dchousing.org.

QUESTION 7: The North Capitol St. site says services from 7:30am to 4:30pm and 4pm to 9pm, providing an 8hr day time shift and providing a 4hrs evening shift. Question, is this a misprint because 7:30am to 4:30pm is 9hrs? If so what are the correct times?

DCHA RESPONSE: The times are correct. The schedule allots for one-hour of break time, a 30-minute meal break and two (2) fifteen minute breaks.

QUESTION 8: Can you please provide the current value of the current contract? Or must there be a FOIA request letter made, if so by when and where?

DCHA RESPONSE: Please see the response to question 6.

QUESTION 9: Can we go pass the other 3 properties (even though there are floor plans), since we were not able to see them in the walk though on Thursday June 7, 2018?

DCHA RESPONSE: No, the COTR will be at the sites at the following times:

Tuesday, June 19, 2018

10:00 a.m. - 675 Taylor Street, NE (Warehouse);

10:45 a.m. – 1155 Kenilworth Ave, NE (Motor Pool); and

11:20 a.m. – 2000 Alabama Avenue, SE (Frederick Douglas Community Center)

QUESTION 10: Is window washing interior and exterior required for all locations? If so, how many windows does the buildings have?

DCHA RESPONSE: Window washing interior and exterior is required bi-annually. The Contractor is responsible for the window washing. The window washing can be done in-house or contracted out.

QUESTION 11: Is WOSB (Woman Owned Small Business) certification equivalent to WBE certifications?

DCHA RESPONSE: DCHA recognizes MBE, WBE, and SBE. Please see section E.3.2 of the solicitation.

QUESTION 12: Under Quarterly is read “Vinyl Floor Care.” Does that mean the vinyl floors are to be stripped quarterly?

DCHA RESPONSE: The vinyl floors need to be stripped and waxed under the term “Vinyl Floor Care.”

QUESTION 13: Are all levels (4 floors) of the “external” windows to be cleaned or just the 1st floor?

DCHA RESPONSE: The external window cleaning includes all exterior windows of the building.

QUESTION 14: Under work access is reads “The Contractor must have two (2) Day Porters and a Supervisor on all shifts at the Headquarters location.” Please confirm that there to be three (3) day porters on Tuesdays & Thursdays due to the extra traffic?

DCHA RESPONSE: The day porters can be adjusted where there are no more walk-in days at DCHA any longer. All clients will have appointments and only walk-in days are for the Landlords on Friday.

QUESTION 15: It was mentioned that there is much heavier traffic in the buildings during the summer months. How many months can we expect increased traffic and can we bill you the additional cost separately during those months for the extra paper and soap products used?

DCHA RESPONSE: There will be no additional billing for traffic in the building.

QUESTION 16: Are we to copy and submit all attachments or just the ones requiring information and a signature?

DCHA RESPONSE: Please copy and submit the full proposal with the completed Affidavits and Certifications requiring response, signature, and or notary as specified by Attachment.

QUESTION 17: Do companies that subcontract to meet the CBE participation goal receive the same number of bonus points as a company that CBE certified in its own right? Or do they receive a portion of the points? For example, if a company is not a CBE but subs out 25% to a CBE, do they receive 25% of the bonus points or 100% of the points?

DCHA RESPONSE: Please reference E.3 of the solicitation.

QUESTION 18: Can the regular staff be used to clean the windows and perform semi-annual services throughout the year or are we required to send in a totally separate crew for the windows and floors?

DCHA RESPONSE: It is the current Contractors' preference for the window cleaning process. In the past the contractor cleaned the interior windows with other staff and hired an outside contractor to clean the exterior windows.

QUESTION 19: Can you give a sample of what type of answer you are looking for in the space for 'current workload' in Attachment H?

DCHA RESPONSE: The attachment "Statement of Bidder's Qualifications" requests the Respondent to list: Names, background, experience and current workload of the principal members of your personnel, including the officer.

QUESTION 20: To be able to include vacation benefit cost, can you please tell us if any of the current employees' length of service in the building is over 5 years? Over 15 years?

DCHA RESPONSE: DCHA cannot answer this question, based upon the Privacy Act.

QUESTION 21: Based on the wage determination it shows a janitor wage should be \$12.63 per hour. Is this wage correct or outdated?

DCHA RESPONSE: The wage rate that is referenced is incorrect. Please refer to the [Wage Determination](#) attached to the Solicitation.

QUESTION 22: Section B.4 of the solicitation states the contractor must have a Day Porter and a level of supervision at all times during all shifts at other locations. Can this be a shared supervisor, whereby the contractor provides a supervisor who will oversee multiple locations?

DCHA RESPONSE: There will be a supervisor on staff at two locations: (DCHA Headquarters) 1133 North Capitol Street, NE, on both shifts and (Property Management Operations Headquarters) 1170 12th Street, NW. The other properties can utilize a floating supervisor.

QUESTION 23: Section B.4.1 of the solicitation states the contractor shall complete background screening for all personnel. Can you please clarify what the background requirements are? Is there a specific vendor the contractor will be required to use for background screening? Is the contractor responsible for the cost of the background screening?

DCHA RESPONSE: All contractors must run a criminal background check for all employees and be approved by the COTR for the contract.

QUESTION 24: Section C.4 of the solicitation states “Pre-Proposal Conference [Reserved]. Will there be a pre-proposal conference prior to the bid submission date?

DCHA RESPONSE: There will not be a Pre- Proposal Conference for this Solicitation.

QUESTION 25: What is the anticipated start date for this contract?

DCHA RESPONSE: The anticipated start date will be October 1, 2018.

QUESTION 26: Is there a list of approved products that the successful contractor will be required to use?

DCHA RESPONSE: There is not a list of approved products but we encourage Green Products.

QUESTION 27: Section C.7.3 of the solicitation asks respondents to provide at least two (2) properties currently contracted to provide janitorial services. If we have one client for whom we provide janitorial services at multiple locations can we provide two of those locations in response to this requirement?

DCHA RESPONSE: Please provide two locations for the requirement of the contract.

QUESTION 28: Will this contract be SCA (service contract act) applicable? Will this either wage determination or DC living wage requirements be applicable to this contract?

DCHA RESPONSE: The Service Contract Act is applicable for this contract.

QUESTION 29: Is there any Union involvement on this contract?

DCHA RESPONSE: There is no Union involvement on this contract.