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**DISTRICT OF COLUMBIA HOUSING AUTHORITY  
CONTRACTS AND PROCUREMENT**

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**REQUEST FOR QUOTE**

**09-2019**

**ISSUE DATE: April 25, 2019      CLOSING DATE: May 2, 2019**

**CAPTION: BIOHAZARD REMEDIATION SERVICES**

The District of Columbia Housing Authority (DCHA) issues this written Request for Quote (RFQ) on behalf of its Office of Property Management (OPM) to solicit price quotes from qualified contractors to provide Biohazard Remediation Services, in accordance with the Simplified Acquisition Methods for less than \$150,000 detailed in the DCHA Procurement Policy, applicable Federal standards, United States Department of Housing and Urban Development (HUD) regulations, and local laws. For any contract that involves District funds, DCHA shall comply with the Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code §§ 2-351.01 et seq.)(2011 Repl.) as detailed within this solicitation.

The District of Columbia Housing Authority OPM requires Biohazard Remediation Services. Companies are invited to submit a quote in response this RFQ.

## **SCOPE OF SERVICES**

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Requirements for this solicitation include the following primary specifications/services.

- A. The Contractor shall furnish all labor, materials, equipment and supervision to perform any one of the following or a combination of the following services:
  - 1. Homicide / Suicide
  - 2. Unattended death clean up
  - 3. Blood Clean-up
  - 4. Biohazard Remediation and Removal (to include mold assessment/testing)
  - 5. Hoarding Services
  - 6. Fire Damage Restoration
  - 7. Water Damage Restoration
  - 8. Dead animal removal/disposal
- B. Specifications are as follows:
  - 1. Remove all trash, debris and hazardous waste from the affected units/locations. As contents may potentially span from the floor to the ceiling.
  - 2. Remove and dispose of any items in affected areas.
  - 3. Broom sweeps all floors thoroughly and wet mop all floors with disinfectant.

4. Clean and disinfect all remaining furniture, cabinetry, bathroom fixtures and appliances, etc.
  5. It may be necessary to photograph and/or record some or all of the items that are being disposed of. Guidance regarding this process will be verified by the onsite Housing Manager and/or Foreman on or before the day that the work is executed.
- C. Contractor must visit the work site to confirm the exact nature of the project.
- D. All/any required permits and/or fees are the responsibility of the contractor.
- E. Work must be performed in accordance with all applicable federal and local ordinances, laws, rules and regulations (use the most recent edition).

## **SPECIFICATIONS**

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The following Specifications describe the minimum fulfillment requirements for DCHA Biohazard Remediation Services. Contractor shall provide products at the firm fixed prices set forth in Exhibit 1 Title of RFQ Quote Form. Exhibit 1 Biohazard Remediation Services Quote Form provides for the nature of products required; however, this list is not all-inclusive.

The quote form provides for the following:

1. A breakdown of the major components required.
2. Price Quotes shall provide the lowest discounted (government) cost offered to similar clients.
1. Price quote shall be inclusive of all delivery, labor, supervision, material, overhead and profit per order.
2. All blanks shall be filled in accordingly

## **EQUIPMENT/SUPPLY EQUIVALENTS- [RESERVED]**

## **MANUFACTURER'S PRICE LISTING- [RESERVED]**

## **TAX EXEMPT-[RESERVED]**

## **QUALIFICATIONS**

Registered and licensed with the Department of Energy and Environment for remediation services in Washington, D.C.

## **ORDERING PROCEDURES**

All work and related activities on the property must be coordinated through the Property Management Office. The contractor and/or any sub-contractors must check-in with the Property Management Office each time they come to the property. All work and technical direction will be coordinated through the Contracting Officer's Technical Representative (COTR), Quantay Oliver who can be reached at (202) 727-3194 (O) or at (202) 491-0726 (C).

## **HOURS OF SERVICES**

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Services shall be provided between the hours of 8:15 a.m. - 4:45 p.m.; Monday through Friday. Other periods of access or work shall be approved by the Contracting Officer or its designee.

## **TERM OF CONTRACT**

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The term of the awarded contract shall be two (2) years from the date of contract execution, as deemed appropriate in the representation of DCHA; based upon the availability of funds.

## **TYPE OF CONTRACT**

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DCHA intends to award a Time and Materials contract at the Fixed Prices in the accepted Price Quote for services outlined in the Scope of Services. The Offeror shall provide all specified items and services required by DCHA.

Orders will be placed on an as needed basis.

## **MANNER OF AWARD**

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Award, if made, may be a multiple award to the most responsive, responsible bidder quoting the lowest price.

## **CERTIFICATE OF INSURANCE**

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Contractor/Consultant shall at its own expense obtain the minimum insurance coverage set forth below and keep such insurance in force throughout the contract period. **Respondents to this solicitation must have the capacity to obtain a Certificate of Insurance at the stated limits below, prior to and as a condition of contract award.** All insurance provided by Contractor in this section shall set forth DCHA as an additional insured and as a loss payee as allowable per coverage (as applicable).

Contractor's/Consultant's insurance is primary over DCHA insurance policy.

Contractor/Consultant shall carry and pay for:

<b>MINIMUM INSURANCE REQUIREMENTS</b>
<b>BASIC COVERAGE</b>
Commercial General Liability (GL):
<i>Per Occurrence: \$1,000,000</i>
<i>Aggregate: \$2,000,000</i>
Products and Completed Operations:\$2,000,000
Personal/Advertising Injury: \$2,000,000
Automobile Liability: \$1,000,000 per occurrence
Workers' Compensation:
Statutory Limits
Employer's Liability:
This coverage is not available to employees if Worker's Compensation applies (see 32 DC Official Code § 1504). If and when Employer's Liability insurance applies, however, the minimum requirements are as follows:
<i>Each Accident: \$500,000</i>
<i>Employee Disease: \$500,000</i>
<i>Disease-Policy Limit: \$500,000</i>
<b>Umbrella or Excess Liability</b>
<b>{Required only for Coverages below \$1M Per Occurrence and \$2M Aggregate}</b>
\$5,000,000
<b>Professional Liability (Errors and Omissions)</b>
Per Occurrence: \$1,000,000
Aggregate: \$2,000,000

With respect to the policies described above, these policies must:

- (a) **Be in place before the execution of any contract awarded, as in-force insurance is a condition precedent; at the stated limits.**
- (b) Contractor/Consultant shall provide DCHA **annual** Certificate of Insurance as evidence of the limits of coverage described above;
- (c) In the event the Contractor's/Consultant's insurance expires during the execution of or term of the contract, Contractor/Consultant must provide DCHA with renewal certificates 30 days prior to the expiration date of the expiring coverage;
- (d) Insurance contracts shall require the insurance company to notify DCHA in the event of a substantial change in coverage during the policy term;

- (e) Be insured by A.M. Best Companies with a rating of A-VIII or higher; companies authorized to do business and in good standing in the District of Columbia, on such companies and on such conditions, and with such beneficial interest appearing thereon as shall be acceptable to the DCHA.

In the event a claim arises under the contract, the Contractor/Consultant will promptly notify the DCHA Contracting Officer's Technical Assistance Representative and the DCHA Office of Risk Management (ORM) at 202-535-1800 or by email at [ORM@dchousing.org](mailto:ORM@dchousing.org). In addition, the Contractor/Consultant will investigate and furnish the DCHA COTR and ORM with reports of all accidents, claims and potential claims for damage or injury and will cooperate with its insurers and those of DCHA.

## **INDEMNIFICATION**

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The Contractor/Consultant shall indemnify, defend and hold harmless HUD, DCHA and its respective employees, agents, contractors, Board of Commissioners, members, managers and other representatives (the "Indemnified Parties"), from any loss, cost damage, claim, demand, suit, liability, judgment and expense (including any attorney fees and other costs of litigation) arising out of or resulting from or in connection with any work called for or performed under this contract, any breach by the Contractor/Consultant, its agents, and employees of any provision of this contract, or any negligent or bad faith act(s) or omission (s) or the negligent performance of this contract by the Contractor/Consultant, its agents, employees or any other person or entity for which the Contractor/Consultant may be responsible. Any provisions or limits of insurance set forth in this contract shall not limit the Respondent's liability. At its own expense, the Respondent shall obtain the necessary insurance coverage acceptable to DCHA to comply with this indemnification requirement; provide evidence of such coverage to DCHA, and such coverage shall be in place before the execution of the contract awarded and as a condition to it. This insurance is primary to, and will not seek contribution from, any other insurance available to an additional insured under your policy.

## **EMPLOYEE DISHONESTY INSURANCE- [RESERVED]**

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## **WAGES RATES**

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The District of Columbia Wage Rates are prevailing for this procurement.

U.S. Department of Labor Employment Standards Administration, General Wage Decision Numbers: WD 15-4281 (Rev.-12); DC190002 04/05/2019 DC2 (Mod 4);

DC190003 04/05/2019 DC3 (Mod 2) are applicable and shall govern throughout this procurement.

## **PAYMENT/INVOICES**

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The Contractor/Consultant must submit invoices to DCHA at following addresses after services have been provided on a monthly basis.

DCHA shall pay for services on a monthly basis (Net 30).

### Submission of Payment Requests

All payment requests must be addressed as follows and forwarded to:

District of Columbia Housing Authority  
Attn: Office of Financial Management  
1133 North Capitol Street, NE, Suite 329  
Washington, D.C. 20002-7599  
Invoices may be emailed to [DCHApayments@dchousing.org](mailto:DCHApayments@dchousing.org)

### ***With copy to***

District of Columbia Housing Authority:  
Property Management Operations  
C/O Randy Wynn, Financial Operations Manager  
1170 12<sup>th</sup> Street N.W. 2<sup>nd</sup> Floor  
Washington, DC 20005  
(202) 727-2757  
[rwynn@dchousing.org](mailto:rwynn@dchousing.org)

Proper invoices shall contain the following information:

- Contract Number
- Purchase Order Number
- Identification of matters/services performed consistent with the contract requirement and supporting documentation

**Failure to provide all documentation as outlined above may delay payment of invoices.**

DCHA's Accounts Payable Division processes checks for payment every Thursday; except for when that date falls on a legal holiday. In the event the processing day falls on a legal holiday, checks will be processed on the next business day.

## **SUBMISSION OF PRICE QUOTATIONS**

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Price Quotations shall include hourly rates for all services required to complete the Scope of Work.

Hourly rates shall be fully burdened and the lowest discounted (government) rates offered to similar clients.

Contractor will be compensated for Painting, Plastering, and Drywall repair services on a time and materials basis in accordance with the fixed hourly rates and per square/linear foot prices specified on the Bid Form. (Exhibit1). Repairs will be paid at fixed hourly rates and parts and materials will be reimbursed at cost. Bidders shall factor parts and materials in to the fixed prices offered for painting, plastering and drywall repairs. Price quote shall be inclusive of all delivery, labor, supervision, material, overhead and profit per order.

In submitting this quote, it is understood that the right is reserved by the Authority to reject any and all quotes.

Price quotations are to be hand delivered or mailed to the address as listed below and is due **no later than Thursday, May 2, 2019 by 11:00 a.m.:**

District of Columbia Housing Authority  
Office of Administrative Services/Contracts and Procurement  
Cheryl Moore, Contracting Officer  
1133 North Capitol Street, N.E. Suite 300  
Washington, D.C. 20002

DCHA will accept an electronic version of your Quote emailed to LaShawn Mizzell-McLeod [LMMCLEOD@dchousing.org](mailto:LMMCLEOD@dchousing.org) with copy to [business@dchousing.org](mailto:business@dchousing.org).

## **EXHIBITS/ATTACHMENTS**

<a href="#">Exhibit 1-</a>	Quote Form
<a href="#">Attachment A-</a>	HUD 5370 C General Conditions for Non-Construction Contracts Section I
<a href="#">Attachment B-</a>	Tax Certification Affidavit
<a href="#">Attachment C-</a>	Non-Collusive Affidavit
<a href="#">Attachment D-</a>	Certificate of Eligibility
<a href="#">Attachment E-</a>	Contract Compliance Requirements
<a href="#">Attachment F-</a>	Payments to Subcontractors and Suppliers Certificate
<a href="#">Attachment G-</a>	HUD 5369 C Representations, Certifications of Offerors (Non-Construction)
<a href="#">Attachment H-</a>	Statements of Bidders Qualifications
<a href="#">Attachment I-</a>	Conflict of Interest Certification



Attachment J-	RESERVED
Attachment K-	RESERVED
Attachment L-	RESERVED
<a href="#">Attachment M-</a>	HUD 5369 B Instructions to Offerors Non-Construction
<a href="#">Attachment N-</a>	Wage Determination

## **CONTACT PERSON**

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If there are any questions pertaining to this solicitation or conditions as stated herein, please contact LaShawn Mizzell-McLeod by email at [LMMCLEOD@dchousing.org](mailto:LMMCLEOD@dchousing.org) with copy to [business@dchousing.org](mailto:business@dchousing.org).