
DISTRICT OF COLUMBIA HOUSING AUTHORITY
CONTRACTS AND PROCUREMENT



REQUEST FOR PROPOSAL

0023-2018

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Table of Contents

SECTION A –INTRODUCTION	1
A.1 OVERVIEW	1
A.2 BACKGROUND	1
A.3 SELECTION PROCESS.....	1
SECTION B – SCOPE OF SERVICES	2
B.1 CLEANING REQUIREMENTS	2
B.2 QUALITY ASSURANCE/ORIENTATION FOR CONTRACTOR	9
B.3 WORK AREA ACCESS	9
B.4 PERSONNEL	10
B.5 OFFICE SPACE/KEYS ASSIGNMENT	11
SECTION C- INSTRUCTIONS, CONDITIONS AND NOTICE TO RESPONDENTS	11
C.1 GENERAL	11
C.2 SUBMISSION OF PROPOSALS QUESTIONS/INQUIRIES.....	12
C.3 SITE VISIT	12
C.4 PRE-PROPOSAL CONFERENCE [Reserved].....	13
C.5 SUBMISSION DATE.....	13
C.6 CONTENT OF PROPOSALS	13
C.7 TECHNICAL PROPOSAL.....	14
C.8 PRICE PROPOSALS.....	17
C.9 CONFLICT OF INTEREST	18
C.10 COMPLETE PROPOSALS	18
C.11 MANNER OF AWARDS.....	18
C.12 RETENTION	18
C.13 FAILURE TO SUBMIT RESPONSE	18
C.14 UNNECESSARILY ELABORATE PROPOSALS	18
C.15 PROPRIETARY OR CONFIDENTIAL INFORMATION.....	19
C.16 LATE PROPOSALS, MODIFICATIONS AND WITHDRAWAL OF PROPOSALS	19
C.17 FURNISHING OF INFORMATION TO DETERMINE THE RESPONSIBILITY OF RESPONDENT.....	20
C.18 SIGNING OF PROPOSALS	20
C.19 FREEDOM OF INFORMATION ACT.....	20
C.20 PROPOSAL GUARANTEE AND ACCEPTANCE PERIOD.....	21
C.21 ACKNOWLEDGMENT OF ADDENDA/AMENDMENTS.....	21
SECTION D - CONTRACT TERMS	21

D.1	TERM OF CONTRACT	21
D.2	TYPE OF CONTRACT	21
D.3	TIME.....	21
D.4	INSURANCE.....	21
D.5	INDEMNIFICATION.....	23
D.6	OPTION TO EXTEND THE TERM OF THE CONTRACT- [Reserved].....	23
D.7	METHOD OF COMPENSATION	23
D.8	TASK ORDERS- [Reserved].....	24
D.9	AFFIRMATIVE ACTION PROGRAM.....	24
D.10	SECTION 3 REQUIREMENTS- [Mandatory for All Respondents].....	24
D.11	RESTRICTION ON DISCLOSURE AND USE OF DATA	26
D.12	RESPONSIBLE CONTRACTORS	27
D.13	EMPLOYEE DISHONESTY INSURANCE	27
D.14	RESPONDENT’S KEY PERSONNEL.....	28
D.15	CONSENT TO SUBCONTRACT.....	28
D.16	FAIR HOUSING EQUAL OPPORTUNITY CLAUSE.....	28
D.17	THE AMERICAN WITH DISABILITIES ACT OF 1990 (ADA)	28
D.18	SECTION 504 OF THE REHABILITATION ACT OF 1973 (AS AMENDED).....	28
D.19	NO WARRANTY.....	28
D.20	EXPENSE OF THE RFP SUBMISSION	29
D.21	CANCELLATION.....	29
D.22	PROTEST	29
D.23	BEST AND FINAL OFFERS	30
D.24	DAVIS BACON REQUIREMENTS-[Reserved].....	31
D.25	MCNAMARA - O’HARA SERVICE CONTRACT ACT.....	31
D.26	SELECTION NON-BINDING	31
D.27	QUALIFIED BIDDERS LISTING (QBL)- [Reserved]	31
SECTION E - EVALUATION FACTORS FOR AWARD.....		31
E.1	EVALUATION OF PROPOSALS	31
E.2	RELATIVE IMPORTANCE OF TECHNICAL VERSUS COST/PRICE FACTORS.....	32
E.3	EVALUATION AND SELECTION CRITERIA.....	32
SECTION F-TIMETABLE (SELECTION PROCESS)		35
F1.	TIMETABLE.....	35
SECTION G – EXHIBITS, APPENDICES & ATTACHMENTS		36
G.1	EXHIBITS	36
G.2	APPENDICES	36

SECTION A –INTRODUCTION

A.1 OVERVIEW

The District of Columbia Housing Authority (DCHA) is dedicated to enhancing the quality of life in the District of Columbia by providing and effectively managing affordable housing, which is diverse, well maintained, and aesthetically pleasing for those whose circumstances prevent them from competing in the general marketplace. Besides subsidizing over 8,300 units with public housing operating subsidy, DCHA also contracts approximately 14,000 private units through its Housing Choice Voucher Program. DCHA has embarked on an ambitious program of development and redevelopment to create economically diverse communities and neighborhoods. DCHA is one of the most innovative housing authorities in the nation and is actively pursuing non-governmental sources of financing to promote HCVP homeownership assistance programs, project-based public housing subsidies, and implement more creative uses of its authority through the United States Department of Housing and Urban Development (HUD)'s Moving to Work (MTW) Demonstration Program.

A.2 BACKGROUND

DCHA seeks a qualified cleaning contractor (“Respondents”) to furnish the necessary labor, materials, supplies, equipment and supervision to provide janitorial services. The proposed Contractor shall provide services at the following DCHA locations:

- (1) 1133 North Capitol Street, N.E. (DCHA Headquarters)*
- (2) 675 Taylor Street, N.E. (Regional Warehouse)*
- (3) 1155 Kenilworth Avenue, N.E. (Fleet Management)*
- (4) 203 “N” Street, S.W. (Southwest Family Enhancement Career Center)*
- (5) 1170-12th Street, N.W. (Property Management Operations Headquarters)*
- (6) 2000 Alabama Avenue, S.E. (Frederick Douglass Community Center)*

A.3 SELECTION PROCESS

DCHA is seeking qualified Respondents with the capacity and resources to provide Janitorial services to the DCHA locations included in this Request for Proposal (RFP) solicitation.

During this solicitation, DCHA will conduct an escorted Site Visit to DCHA properties and Respondents will have the opportunity to submit questions for responses. DCHA will issue responses by addendum to the DCHA website. The DCHA Evaluation Panel will review Proposals in accordance with the evaluation factors set forth in this solicitation. The DCHA Contracting Officer’s Technical Representative (COTR) will select and visit a site currently contracted to Respondents to provide Janitorial Services. Based upon the evaluation of proposals in response to the RFP, final scores will be determined by the points received for RFP responses. DCHA reserves the right to interview Respondents if such is deemed to be in the best interest of DCHA. The Executive Director shall make the final recommendation of award to the DCHA Board of Commissioners. The final selection of the contractor will be made by the DCHA Board of Commissioners.

To meet the anticipated award schedule, DCHA endeavors to follow the Timeline detailed in Section F.

SECTION B – SCOPE OF SERVICES

B.1 CLEANING REQUIREMENTS

B.1.1 CONTRACTOR’S RESPONSIBILITIES

- a. 1133 North Capitol Street, N.E. (DCHA Headquarters) – The Contractor will be responsible for the entire building from Ground Floor – 4th Floor and the entire surrounding of the building.
- b. 675 Taylor Street, N.E. (Warehouse) – The Contractor will be responsible for the front lobby/security area, four (4) bathrooms, three (3) Offices, break room area , common area, and parking lot.
- c. 1155 Kenilworth Avenue, N.E. (Fleet Management) – The Contractor will be responsible for the entire Double-Wide Trailer, Lobby Area, three (3) Offices, two (2) Bathrooms, and the front outside area of the trailer.
- d. 203 N Street, S.W. (Southwest Family Enhancement Career Center (SWFECC) – The Contractor will be responsible for the entire annex building, Kitchen Area, Offices, and Bathrooms. Also two (2) Offices that are located on the other side.
- e. 1170 12th Street, N.W. (Property Management Operations Headquarters) – The Contractor is responsible for the DCHA Management Office on 3 floors which is on one side of the building. Each floor has bathrooms, kitchen area, offices, and conference rooms.
- f. 2000 Alabama Avenue, S.E. (Frederick Douglas Community Center) – The Contractor is responsible for Multipurpose room, Main Office, Restrooms, Foyer, Equipment Refurbishing Room, Main & Handicap Outside Entrance Foyers, Retail Room, Kitchenette, Secondary Office, and Small Commercial Kitchen Floor, and Parking Area.

B.1.2 ROOM CLEANING (DAILY)

Each room in the building (offices, waiting rooms, conference rooms hearing rooms, kitchens, storage rooms, etc.) shall be cleaned in the following manner daily:

- a. DCHA has a recycling program at all locations. The Contractor will be responsible for maintaining the recycling centers strategically placed throughout all locations. The contractor is and will be responsible for the maintenance of the recycle centers only. Any employee that has a wastepaper basket in their office will be responsible for emptying the contents.
- b. Each recycle center should be damp wiped and shall be lined with a suitable-sized plastic bag of sufficient durability and thickness to prevent liquids from leaking through the bag. The recycle liners will be a different color than the

trash liners to separate “Trash” and “Recycle” contents.

- c. Building occupants will be notified by DCHA that anything placed in a wastepaper basket shall be considered trash and shall be the responsibility of the Contractor to remove.
- d. The Contractor shall direct all of its employees to remove all items placed in the waste receptacles as trash. Boxes and other containers will not be removed unless placed next to the recycling center and labeled. The only exception to this shall be newspapers left in lounges, and lobby areas, and public waiting areas.
- e. All walls, doors and door frames shall be spot cleaned.
- f. All windows and window seals shall be cleaned and wiped down and all visible furniture dusted and wiped down.
- g. Dust, dirt and debris will be removed from tile floor areas with dust mops. Floors shall be damp-mopped with a neutral cleaner.
- h. All individual office areas should be wiped down and dusted.
- i. All Kitchens should be wiped down with a germicidal solution on the outside of the refrigerator, microwave and all counter tops. The trash emptied and the floor should be swept and mopped daily.

B.1.3 TOILET ROOM MAINTENANCE (DAILY)

All toilet rooms in the building shall be cleaned in the following manner:

- a. Each soap, towel, toilet tissue, lotion, seat cover and sanitary napkin dispenser shall be checked and filled. Contractor shall notify the Contracting Officer’s Technical Representative of toilet rooms with missing or malfunctioning dispensers. The COTR will arrange for replacement or repair.
- b. Each soap, towel, toilet tissue, lotion, seat cover and sanitary napkin dispenser and each receptacle, mirror and shelf shall be washed, wiped dry and spotless.
- c. Each ledge, grill, heater, etc., shall be dusted.
- d. All floors shall be swept clean and all foreign substances, such as gum or tar shall be removed.
- e. All ceramic or brick floors in restrooms shall be mopped each night using a quaternary-type of germicidal detergent and/or disinfectant.
- f. Each wastepaper container shall be emptied and all paper and trash must be removed from the floor. Paper towel waste receptacles shall be emptied each night and the contents shall be disposed of as trash in receptacles provided by DCHA.
- g. Each wash basin shall be cleaned thoroughly using a germicidal cleaner. Scouring powder may be used on porcelain fixtures to remove stubborn stains. Chromium fixtures shall be dried and polished with a wiping cloth.
- h. The complete interior surface (to include crevices of each toilet and urinal) shall be thoroughly cleaned using a toilet brush and germicidal solution. Each fixture shall then be flushed and a cup of germicidal solution shall be poured

- into each fixture and left standing.
- i. Each toilet seat shall be washed with a sponge and germicidal solution, rinsed with clean water, wiped dry and left in a raised position.
 - j. All sanitary product containers shall be cleaned and damp-wiped with a germicidal solution. All bags within the sanitary containers should be thrown away and replaced with a new bag.
 - k. All exterior porcelain shall be damp-wiped with a germicidal solution. Chromium fixtures shall be damp-wiped clean, dried and polished with a wiping cloth.
 - l. All walls, partitions, and doors shall be washed, rinsed and damp-wiped as necessary to remove stains and graffiti.
 - m. Scouring powder shall not be used on chromium and stainless steel fixtures.
 - n. Floor drain traps shall be maintained free from odors at all times.
 - o. The contractor's personnel shall obtain water for the cleaning and servicing of toilet rooms only from specifically designated janitor's closets to minimize the risks of water damage to the carpet. Water should not be transported across the carpet, unless absolutely necessary. The contractor will be held responsible for the cleaning or replacement of carpet damage due to any spillage of water or cleaning agents.
 - p. All private toilets shall be cleaned thoroughly in the manner detailed above.
 - q. All toilets shall be monitored by checklist and serviced **three (3) times daily** between the hours of 8:30 a.m. - 10:30 a.m.; 12:30 p.m. - 1:30 p.m.; and 3:30 p.m. - 4:30 p.m.
 - r. The Contractor will designate a person to service the public and private restrooms along with other duties as assigned on the 1st floor only on DCHA walk-in days currently Tuesdays and Thursdays from 9:00 a.m. – 4:00 p.m.

B.1.4 FLOOR MAINTENANCE

All floors in the building shall be cleaned in the following manner:

CARPET CARE (DAILY)

- a. All carpet floors shall be vacuumed. The Contractor shall use such equipment as necessary to clean the carpet, including equipment to clean corners and underneath low furniture and equipment. Carpet shall be vacuum cleaned in such a manner as to leave the pile lying in the same direction.
- b. Spot Cleaning: During vacuuming, all spots and stains shall be removed.
- c. Intensive carpet shampooing is to be performed bi-annually in common areas.
- d. Office carpeting shall be shampooed once a year. The Contractor shall follow the schedule provided by the COTR or designee, and shall provide the services required during the time and in the manner specified.
- e. The Contractor shall use its own personnel or sub-contractor experienced in the cleaning of carpets to perform this work. The method of carpet cleaning shall be subject to the approval by the DCHA. The Contractor shall guarantee that the cleaning products used will not cause any discoloration or damage to the carpet. Contractor shall be responsible for any and all damages to the

carpet caused by Contractor, its employees or agents.

VINYL FLOORS

- a. In keeping with the schedule for periodic cleaning (to be provided at orientation), the Contractor shall strip all tile floors of old finish, dirt and foreign materials and shall apply four (4) coats of floor finish. The finish shall be applied evenly and sufficiently to withstand normal daily traffic. The Contractor shall use a skid-free buffable floor finish with a 20% to 26% solid content. The Contractor shall perform this task at three (3) month intervals.
- b. When wet-mopping an area, the Contractor shall ensure that all dirt, stains and foreign matter are removed from the floor. Floors shall be free of streaks and mop strand marks. The floor shall then be machine-buffed to a bright even luster. Walls, baseboards and other surfaces shall be free of filmed residue and marks from equipment.
- c. The floor maintenance program shall include frequencies as indicated below:
 1. Spray and buff floors in the hallways, lobbies and food service areas daily. Floors will be damp-mopped with a neutral cleaner and polished with a floor polishing machine to maintain a consistent high luster.
 2. All wet-mopping, buffing, stripping and refinishing at DCHA Headquarters shall be performed after 6:00 p.m. and completed by 9:00 p.m.
- d. All furniture moved while cleaning shall be replaced in its original position.
- e. Rooms scheduled to be cleaned during the day shall be buffed or refinished by special arrangement by the COTR.
- f. If approved by the COTR, the Contractor may employ the use of a floor scrubbing machine to accomplish the task of wet-mopping. Before such approval shall be granted, the Contractor shall demonstrate to the DCHA's satisfaction that the use of such a machine shall cause no damage to walls or floors.

TILE FLOORS

- a. Tile floors located at DCHA Headquarters in the 1st floor HCVP area, as well as the two front door areas are NOT TO BE WAXED.
- b. Tile floors in offices shall be wet-mopped daily and machine-buffed once a week. DCHA shall provide the contractor with a schedule by which each area in the facility shall be treated.

B.1.5 CORRIDOR AND LOBBY MAINTENANCE (DAILY)

All corridors and lobbies shall be cleaned each night as follows:

- a. Trash receptacles shall be emptied and lined with a suitably-sized clean plastic liner. The exterior surface of the receptacle shall be washed clean, including all recycle bins.
- b. Glass in cabinets, directory boards, telephone booths, door, railings and partitions shall be cleaned, free of smudges, stains and streaks.

- c. The glass doors at each pedestrian entrance shall be cleaned free of smudges, stains and streaks.
- d. Walls shall be spot cleaned to remove smudges, stains, spots and graffiti.
- e. All rails, cabinets and directory boards shall be dusted.
- f. Mats at each entrance shall be vacuum cleaned. This includes all carpet mats, rubber mats and runners.
- g. Spots from liquid spills and foreign matter, such as chewing gum and tar, shall be removed from all floors.
- h. Floors shall be swept clean of litter and dirt using a treated sweeping cloth.
- i. Carpeted floors shall be vacuum cleaned. The vacuum cleaning shall be performed in such a manner as to leave the pile lying in the same direction.
- a. All corridors and lobbies at **1133 North Capitol Street, NE shall be monitored by checklist and serviced three (3) times daily** between the hours of 8:00 a.m. - 9:00 a.m.; 11:00 a.m. and 12:00 p.m.; and between 1:00 p.m. - 3:00 p.m. as follows:
 - 1. All litter and trash shall be removed from the floor.
 - 2. All trash containers shall be emptied and wiped clean.
 - 3. The glass entrance doors at each pedestrian entrance shall be cleaned free of smudges, spots, stains and streaks.

B.1.6 TRASH/RECYCLE COLLECTION AND REMOVAL (DAILY)

All trash collected in the building shall be placed in plastic bags of sufficient thickness and durability to prevent liquids from leaking through them.

- a. When each bag is filled or when all trash is collected, each bag shall be sealed and put directly in a trash truck. This truck shall be a rubber or plastic tilt truck or a similar truck approved by the DCHA. The Contractor shall use at least one (1) such truck on each level.
- b. When the above trucks are filled or at the end of the trash collection each day, the trucks shall be transported directly to the container and emptied.
- c. DCHA shall provide a trash container and shall be responsible for the maintenance and the regular emptying of the trash container. The contractor shall be responsible for assuring that any spillage shall be cleaned up immediately. The Contractor shall keep the area around the recycle centers clean and sanitary at all times.
- d. All recycle receptacles in the building shall be emptied into the proper recycle containers.
- e. DCHA shall provide the recycle containers and be responsible for the weekly recycle pick up for the containers located in the basement area. The Contractor will empty the Recycling Centers daily and shall notify the COTR if more frequent recycle pick-ups are necessary. The Contractor shall keep the area around the recycle centers clean and sanitary at all times.

B.1.7 OUTSIDE MAINTENANCE (DAILY)

- a. All sidewalks, steps and entryways shall be swept and hosed down each

- day (weather permitting) between the hours of 7:30 a.m. and 8:00 a.m.
- b. All exterior areas, sidewalks, steps and entryways shall be monitored by checklist twice daily to remove all trash and litter, once before 10:00 a.m. and once before 3:30 p.m.
 - c. All exterior trash cans shall be emptied daily and relined with a suitably sized plastic liner. The exterior of each shall be damp-wiped clean each day.
 - d. Jardinières at each pedestrian entrance shall be emptied of cigarette butts and trash each morning and during each policing. White sand shall be added as needed.

B.1.8 PARKING AREA MAINTENANCE (DAILY)

- a. The Contractor shall have the responsibility of maintaining all areas of the parking area.
- b. Monday thru Friday, twice a day all trash and liter shall be removed from the parking area, trash containers emptied and jardinières shall be emptied by 3:30 p.m.

B.1.9 STAIRWELL CLEANING (DAILY)

All stairwells shall be swept and/or vacuum-cleaned of all litter and dirt after 6:00 p.m. All handrails and fixtures shall be dusted, and all walls and doors spot cleaned. Foreign matter such as gum shall be removed.

B.1.10 FREQUENCY OF CLEANING TASKS

DAILY AND AS REQUIRED

- a. Clean, sanitize and disinfect all restrooms, including floors, walls and fixtures, partitions, dispensers and trash cans.
- b. Collect and dispose of regular trash in trash dumpster.
- c. Monitor by Checklist restrooms and replenish supplies including toilet tissue, toilet seat covers, hand towels, soap and air freshener three (3) times each day.
- d. Monitor by Checklist lobbies, corridors and common areas, conference rooms, hearing rooms, waiting rooms and executive space three (3) times each day.
- e. Damp mop and spray buff tile floors in lobbies, corridors and common areas.
- f. Vacuum and spot clean carpet in all common areas and office spaces.
- g. Clean entrances, sidewalks and parking areas, empty trash cans and collect debris.
- h. Monitor by Checklist and hose down steps, entrances, sidewalks and grounds.
- i. Spot clean walls, doors and door frames.
- j. Sweep stairwells.
- k. Wash all interior glass entrance doors, door panels, mail chutes, covers and directory boards.

- l. Clean elevators.
- m. Wet mop and spray buff lobbies, entrances and main corridors.
- n. Collect recyclable mixed-quality office wastepaper.
- o. Sweep garage, parking areas, driveways, ramps, curbs and landings.
- p. Dust all visible furniture.
- q. Clean and wipe down all windows and window seals.

WEEKLY

- a. Sweep and damp-mop stairwells.
- b. Spray buff floors in secondary corridors and offices once every two weeks.
- c. Wash down loading dock and trash rooms.

QUARTERLY

- a. Vinyl Floor Care

SEMI-ANNUALLY

- a. Clean carpet corridors at all sites.
- b. Strip and refinish vinyl floors, refinish steps and landings.
- c. Window cleaning interior and exterior.

ANNUALLY

- a. Perform high cleaning, including the washing of light shades, diffusers, and returns, exposed pipes, heating grills and louvers.
- b. Carpet cleaning at all sites.

B.1.11 LIMITS OF RESPONSIBILITY

The Contractor shall have no responsibility for maintenance in the following areas:

- a. Mechanical Equipment Rooms
- b. Electrical Distribution Rooms and Closets
- c. Telephone Distribution Rooms and Closets
- d. Elevator Equipment Rooms

B.1.12 SAFETY REQUIREMENTS

DCHA requires that the contractor employ the following safety and accident prevention measures while performing cleaning services:

- a. Prominently display “CAUTION/WET FLOOR” signs when damp mopping and/or stripping/refinishing hard floors.
- b. Prominently display “CAUTION/WET FLOOR” signs when restroom floors are scrubbed and/or mopped.
- c. Utilize anti-skid/slip resistant floor finishes to refinish floors.
- d. Roll out walk-off mats at all entrances and exits during inclement weather.

B.1.13 PROTECTION

Contractor shall perform all work with due care and proper precaution and in such a manner that will afford the greatest protection of persons and property.

Contractor shall provide all protection necessary for its materials and work, whether such work is completed or in progress. Contractor shall furnish, place and maintain all necessary and proper guards, lights, barricades and other protective devices for the prevention of accidents to workmen and the general public. Contractor shall post danger signs and/or watchmen warning against hazards created by operations necessary or incidental to the completion of work under contract.

DCHA will hold Contractor strictly responsible for any damages to the building caused by the Contractor's delivery of equipment covered under this contract.

B.1.14 FIRE PREVENTION

The Contractor shall take all reasonable precautions necessary to prevent a fire. The amount of flammable materials used shall be reduced to a minimum consistent with proper methods of handling and storing such materials. The Contractor shall not allow any fires to be built or forced air heaters to be used in any part of the work.

B.1.15 USE OF PREMISES

A. All work shall be conducted in an orderly manner to cause minimum:

1. Interference with or disposition of normal activities in all buildings that are occupied; and
2. Noises or disturbances.

B. During the contract period, Contractor shall:

Safeguard the welfare of the occupants and visitors on and adjacent to the premises through the use of signs and barricades where necessary.

C. Keep all doors locked to maintain security of the building and rooms between areas dictated by existing job conditions, of such nature as to effectively prevent:

1. Entry of the work area by unauthorized persons;
2. Illegal entry of the building or areas within the building;
3. Removal of government property and supplies.

B.2 QUALITY ASSURANCE/ORIENTATION FOR CONTRACTOR

DCHA will conduct a quality assurance/orientation briefing to outline DCHA's program for quality assurance and conduct a walk-through of all facilities with Contractor. In addition, DCHA will review all essential components of the cleaning and maintenance requirements listed herein.

B.3 WORK AREA ACCESS

B.3.1 1133 North Capitol Street N.E. (DCHA Headquarters)

- a. Work shall be performed Monday through Friday in two shifts between the hours of 7:30 a.m. through 4:30 p.m. and 4:00 p.m. through 9:00 p.m.
- b. The Contractor shall provide eight (8) hours of daytime work Monday through

Friday 7:30 a.m. to 4:30 p.m.. These hours shall be utilized to clean the Administrative Offices, police the premises, perform requested cleaning services, and execute other duties classified as utility work.

c. The Contractor shall provide five (5) hours of evening work Monday through Friday, between the hours of 4:00 p.m. and 9:00 p.m.

B.3.2 675 Taylor Street N.E. (Warehouse) and 1155 Kenilworth Avenue, N.E. (Fleet Management)- Work shall be performed Mondays, Wednesday, and Fridays between the hours of 8:15 a.m. and 4:45 p.m.

B.3.3 203 N Street, S.W. (Southwest Family Enhancement Career Center)- Work shall be performed Monday through Friday between the hours of 9:00 a.m. and 3:00 p.m.

B.3.4 1170 12th Street, N.W. (Property Management Headquarters)- Work shall be performed Monday through Friday between the hours of 4:00 p.m. and 9:00 p.m.

B.3.5 2000 Alabama Avenue, S.E. (Frederick Douglass Community Center)- Work shall be performed Mondays, Wednesdays, and Fridays between the hours of 9:00 a.m. and 4:00 p.m.

B.4 PERSONNEL

The Contractor shall use a supervisor and skilled productive personnel to satisfactorily furnish the required level of services specified in this Contract. The Contractor must have two (2) Day Porters and a Supervisor on all shifts at the Headquarters location. The Contractor must have a Day Porter and a level of supervision at all times during all shifts at other locations. Failure of the Contractor to use a supervisor and skilled productive personnel may produce unsatisfactory results that may require an adjustment to the Contractor's monthly invoice for unsatisfactory or omitted work.

B.4.1 The Contractor shall complete Background Screening for all personnel assigned to all DCHA locations. Contractor personnel assigned to DCHA shall be well qualified and trained for the tasks to be performed. Within ten (10) calendar days following the award, the Contractor must submit a list of personnel employed under this Contract with individual tours of duty and a schedule of work assignments. **The Contractor must obtain approval from the DCHA COTR prior to changing personnel assigned to any DCHA location.**

B.4.2 The Contractor shall supply a picture identification card to each employee assigned to any DCHA location. Each Contractor employee will then receive a Contractors Badge from DCHA Headquarters Human Resources (HR). Contractor employees assigned to any DCHA location shall prominently display identification cards at all times while on the site. Contractor must provide proper uniforms for all of their employees.

B.4.3 The Contractor shall instruct and ensure that the personnel employed under this Contract shall engage only in the activities as prescribed herein.

B.4.4 The Contractor shall supervise and instruct employees to check windows and turn off all lights when cleaning is completed. Contractor employees shall not disturb papers on desks, open drawers or cabinets, use telephones, televisions, radios, drink alcoholic beverages, smoke or use any type of narcotics, or gamble while on

duty. The Contractor shall also make sure that cleaning equipment and tools are not left unattended in corridors or offices areas.

- B.4.5 DCHA reserves the right to remove Contractor's employee(s) whose conduct DCHA deems unacceptable. Such removal must occur within twenty-four (24) hours of written notification, or immediately if DCHA determines that the employee's behavior is egregious.
- B.4.6 DCHA has the right to inspect the contents of all handbags, pocketbooks, and other containers of Contractor's employees while entering, exiting or working in the facility.
- B.4.7 Contractor shall make full restitution to DCHA for acts of theft or vandalism when sufficient evidence shows that employees of the Contractor committed such act, they will be terminated immediately.
- B.4.8 Five (5) days before the commencement of work, the Contractor must identify and submit the names of supervisors assigned to the DCHA site. The Contractor shall maintain a supervisor at the Administrative Offices during periods when the Contractor performs work as outlined in this solicitation. The Contractor shall ensure that the supervisor is readily available to DCHA if the need arises during the Contractor's working hours and that this supervisor, upon being summoned, will report, in person, to the requesting office within fifteen (15) minutes.

B.5 OFFICE SPACE/KEYS ASSIGNMENT

- B.5.1 DCHA shall provide the Contractor the following space for equipment, personnel and supplies:
 - 1. An office with a desk, chair, landline telephone and cellular service (with 2-way radio) service at DCHA Headquarters. DCHA will provide this equipment to the Site Supervisor to utilize during the course of the work day.
 - 2. Storage space for supplies and equipment, in which the Contractor shall be responsible for shelving at all DCHA locations.
- B.5.2 DCHA will provide keys to the assigned office space. Keys will also be provided to the site supervisor for the janitor closets at each location for every floor. Upon the loss of any keys, expiration or termination of the contract, the Contractor shall return all keys for assigned office spaces to the designated DCHA representative. If Contractor fails to turn in all DCHA keys, the Contractor shall pay for the reasonable replacement key fee or rekeying of the locks if necessary to minimize security risks.

SECTION C- INSTRUCTIONS, CONDITIONS AND NOTICE TO RESPONDENTS

C.1 GENERAL

The instructions below provide guidance for the preparation and submission of proposals. Their purpose is to establish the requirements, format, and content of proposals so that proposals are complete, contain all essential information and may be evaluated easily.

C.2 SUBMISSION OF PROPOSALS QUESTIONS/INQUIRIES

All inquiries regarding this RFP and any correspondence relating thereto shall be submitted in writing to the Contracting Officer at the following:

District of Columbia Housing Authority
Office of Administrative Services/Contracts & Procurement
1133 North Capitol Street, NE, Suite 300
Washington, DC 20002-7599
Attention: Cheryl Moore, Contracting Officer
Email: chmoore@dchousing.org

Inquiries and/or questions concerning this RFP must be submitted in writing to the Issuing Office no later than Tuesday, June 12, 2018 by 12:00 PM noon. Please copy all inquiries sent to the Contracting Officer to the Contract Specialist responsible for this RFP, LaShawn Mizzell McLeod by email to LMMCLEOD@dchousing.org and business@dchousing.org. Answers to questions will be provided to all Respondents being solicited, giving regard to the proper protection of proprietary information. Responses will post by addendum to the DCHA website www.dchousing.org under the “Doing Business with DCHA”.

RESPONDENTS ARE SPECIFICALLY INSTRUCTED TO CONTACT ONLY THE SOLICITATION ISSUING OFFICE IN CONNECTION WITH ANY ASPECT OF THIS SOLICITATION PRIOR TO CONTRACT AWARD. PROPOSALS AND ALL CORRESPONDENCE RELATING TO THIS SOLICITATION DOCUMENT MUST BE SUBMITTED TO THE ISSUING OFFICE POINT OF CONTACT(S) IN THE OFFICE OF ADMINISTRATIVE SERVICES.

C.3 SITE VISIT

Respondents responding to this RFP are encouraged to visit the DCHA sites included in the solicitation prior to submitting proposals to become familiar with the conditions that may affect the performance of the work. DCHA will provide transportation the following locations.

- 1) 1133 North Capitol Street, NE (Headquarters)
- 2) 1170 12th Street, NW (Regional Office)
- 3) 675 Taylor Street, NE (Warehouse)
- 4) 1155 Kenilworth Avenue, NE (Motor Pool)
- 5) 2000 Alabama Avenue, SE (Frederick Douglas Community Center)
- 6) 203 N Street, SW (Southwest Family Enhancement Career Center)

Respondents should plan to arrive a minimum of 15 minutes prior to the scheduled Site Visit time scheduled as follows:

Thursday, June 7, 2018

DCHA Headquarters

1133 North Capitol Street, NE Washington, DC 20002

Second Floor Boardroom

10:00 a.m.

Following the Escorted Walk Through of DCHA Headquarters, DCHA will provide transportation the remaining DCHA sites included in the solicitation.

C.4 PRE-PROPOSAL CONFERENCE [Reserved]

C.5 SUBMISSION DATE

All proposals must be received by 11:00 AM on Thursday, June 21, 2018. Proposals shall be submitted in sealed packaging marked “**RFP 0023-2018 Janitorial Services**” and addressed to:

District of Columbia Housing Authority
Office of Administrative Services, Contracts and Procurement
Suite 300
1133 North Capitol Street, N.E.,
Washington, D.C. 20002-7599

Attention: Cheryl Moore, Contracting Officer

Electronic submission of Proposals will not be accepted for this procurement.

C.6 CONTENT OF PROPOSALS

All proposals submitted for consideration will be reviewed by DCHA with the Respondent receiving the highest rating based on the criteria outlined in this section to be selected as the most capable of providing the services in a manner that is most advantageous to DCHA, cost and other factors considered.

Proposals shall not exceed 30 pages, excluding the Cost Proposal and supporting materials as detailed in Section C.6.1 and C.6.2 below. Proposals shall be submitted in two parts: Part I shall be titled, “Technical Proposal” and Part II shall be titled, “Price Proposal.” **Respondents shall submit one (1) original and four (4) copies of both the Technical Proposal and Price Proposal**, prepared in such format and detail as to enable DCHA to make a thorough evaluation thereof and to arrive at a sound determination as to whether the Respondent can meet the requirements set forth in this RFP. **The Technical Proposal shall not contain any pricing information.**

Proposals shall be organized as follows:

C.6.1 Proposal Format

Proposal responses must meet the following format requirements:

- Proposals shall be formatted on 8.5” by 11” letter-size paper, bound length-wise, with tabs to separate sections.
- Proposals must include each item in the order outlined below in Section C.6.2, C.7 and C.8 below.
- Each sub-section must be separated by tabs with sub-section headings.

- Technical Proposals are limited to thirty (30) pages, printed excluding the Title Page, Table of Contents, Section Dividers, exhibits, and supporting documentation.
- Proposals shall be paginated and organized as described below.

C.6.2 Proposal Content

PART I: Technical Proposal shall contain:

- 1) Table of Contents
- 2) Letter of Interest
- 3) Documentation to substantiate each listed Evaluation Criteria
 - List of at least two (2) properties the firm is currently performing services
 - Past Experience
 - Staffing Plan
 - Management Approach and Methodology
- 4) References
- 5) Experience with HUD Section 3 & Section 3 Plan
- 6) Minority Women Certified Business Enterprise (M/ WBE/ CBE) Equity Plan
- 7) Certifications and Attachments

PART II: Price Proposal shall contain:

- 1) Pricing
Package No. 2 shall contain price proposals only.
Complete Exhibit I Price Proposal

C.7 TECHNICAL PROPOSAL

To be considered, Respondents shall provide detailed information about the requirements of each part are listed below. At a minimum, these sections should contain the following:

C.7.1 Table of Contents

C.7.2 Executive Summary/Introduction

Letter of Interest that includes executive summary/introduction detailing the history and attributes of the company; name and address of the Respondent; website and telephone number; email address of contact; a brief description of the understanding of the Scope of Services; ability to perform the work and history of providing the Scope of Services.

C.7.3 List of Current Properties

List of at least two (2) properties where the Respondents` currently contracted to provide Janitorial Services within the local (Washington Metropolitan) area. Include, Name of Business, Address, Point of Contact and Phone Number.

DCHA will select a location and complete a Site Visit at one of the Respondents` contracted sites. The Site Visit will be non-intrusive and conducted for the sole purpose of observing any operating procedures and practices in process as well as to evaluate the condition of the site.

C.7.4 Past Performance

Provide up to five (5) examples of experience within the past five years that best demonstrate the respondent's expertise required to perform the scope of work outlined in this solicitation. This should include the date of the project, project scope, contract amount, client name, contract period, etc. Provide evidence that clearly demonstrates past performance.

C.7.5 Staffing Plan

- a. Provide overall Staffing Plan that identifies the proposed staffing plan to include organization of the firm, number of personnel to be assigned, roles and responsibilities of staff required in performance of the DCHA Contract. Respondents shall include if Semi Annual Services are self-performed or subcontracted.
- b. Staffing Plan should include names of Key Staff and Management. Provide copies of entity licensure and documentation for Industry related certifications and affiliations for Entity and Key Staff, as evidence of ability to provide services.
- c. Provide a Schedule for each DCHA Location (six) that represents the proposed staffing for the location that includes Position, Days of the Week, Hours per Week Annual Hours and Total Labor Hour Projection for the term of the contract.

C.7.6 Management Approach and Methodology

Discuss your firm's approach to facilities maintenance and customer service delivery in performance of this contract including the communication, coordination, follow-up, and cooperation with DCHA staff.

C.7.7 References

(Supporting Documentation not included in 30-page limitation.)

Provide three (3) recent professional references from clients for whom the entity has provided Janitorial Services as described in the Scope of Services within the past 3 years. Include name, address, and telephone number, description of work performed, the dates of service, and the status of application (submitted, not submitted, successful, and unsuccessful).

References may be contacted to verify project award, project performance and quality of work.

C.7.8 Experience with HUD Section 3 and Section 3 Plan

(Supporting Documentation not included in 30-page limitation.)

Describe the Respondent's experience with compliance with HUD Section 3 requirements and the results achieved. Review Section 3 requirements outlined in Section D.10 of this Solicitation and complete the "Action Plan for Section 3 Commitment" and an "Estimated Project Workforce Breakdown" as outlined in that section. Minimally address the following: (1) Indicate whether the

Respondent has a valid Section 3 Certificate (issued by the Department of Housing and Community Development); (2) Provide a detailed description of the hiring plan for DCHA program participants, including the number and type of jobs to be provided and the number and type of training opportunities to be provided; (3) Provide a detailed description of the training plan for DCHA program participants, including whether interns will be contracted or if funding will be provided for training; (4) Outline the Respondent's proposal, if any, to subcontract to Section 3 businesses; (5) Describe in detail the type of service to be provided, including a narrative clearly describing the results achieved in the Respondent's experience in hiring and training Section 3 residents.

See Section E of this Solicitation for an explanation of points systems for Section 3 specifically.

C.7.9 Minority/Women/Certified Business Enterprise (M/WBE) Equity Plan
(Supporting Documentation not included in 30-page limitation.)

- a. Respondents should submit narrative information about their policies, plans, activities and accomplishments in creating a diverse workforce, both in their legal and administrative support staffs. The narrative should also indicate any experience utilizing M/WBEs and to what extent minorities and women are included in the team that will advise DCHA.
- b. Describe the diversity profile of the Respondent's shareholders, members or partners, of counsel and associates. Please include a description of how women and minorities hold positions of leadership in the Respondent's organization, including any history of such participation.

C.7.10 Certifications/Attachments

(Supporting Documentation not included in 30-page limitation.)

Attachments can be downloaded from Section G. Attach the following completed certification and affidavit forms:

Attachment A: HUD 5370 General Conditions for Non-Construction Contracts
Section I

Attachment B: Tax Certification Affidavit

Attachment C: Non-Collusive Affidavit

Attachment D: Certificate of Eligibility

Attachment E: Contract Compliance Requirements

Attachment F: Payments to Subcontractors and Suppliers Certificate

Attachment G: Representations, Certifications, and Other Statements of Bidders

Attachment H: Statements of Bidders Qualifications

Attachment I: Section 3 Contractor Compliance Agreements

Attachment J: Conflict of Interest Certification

Attachment K: List of Minority and Woman-Owned Banks

Attachment L: Benchmark Standards and Menu of Expanded Options for Compliance with DCHA's Section 3 Program

Attachment M: Wage Determination

Proposals submitted with incomplete or missing certifications may be determined unresponsive and removed from consideration.

C.8 PRICE PROPOSALS

Provide pricing that is consistent with the Scope of Services for each year of services proposed.

C.8.1 Proposal Content

Exhibit 1- Price Proposal. Price Proposals must be proposed on Exhibit 1 or in the format of Exhibit 1. Respondents shall provide annual (a) breakdown of the proposed fully burdened hourly rates, (b) operating expenses, and (c) fixed fee per location. Price Proposals shall be prepared in full consideration of Compliance with Section 3 of the U.S. Housing Act as defined in 24 CFR Part 135 and McNamara O'Hara Service Contract Act.

Price Proposals that are not submitted within the solicitation Exhibit or outside of the Exhibit format will not be accepted. Points assigned to Respondent in this category will be based on the unit price and will be compared in accordance with the total price provided. **The Respondent with the overall lowest price will receive the maximum points. All others proposals will receive a proportionately lower total score.**

C.8.2 Fair Price Statement

Respondent shall provide a statement that it warrants the prices quoted are not in excess of those charged non-governmental clients for the same services performed by the same individuals.

C.8.3 Allowable Costs

The Respondent is fully responsible for controlling its cost of performing this contract and for properly pricing each project task. No price increases will be permitted for any alleged miscalculations of the basic project-task dollar amounts. These amounts shall include all allowable costs related to the performance of this contract, such as labor, overhead, profit, travel, materials, all equipment, facilities, telephone services, etc.

C.8.4 Cost Analysis

The DCHA will perform a cost analysis of the Respondent's cost proposal. The cost analysis will allow DCHA to determine the reasonableness of the proposed contract cost.

C.8.5 Travel

Travel in the metropolitan area shall not be reimbursed. The metropolitan area includes the District of Columbia; and the counties of Montgomery and Prince Georges in Maryland; the cities of Alexandria, Falls Church and Fairfax in

Virginia, and the counties of Arlington, Fairfax, Prince William and Loudon in Virginia.

C.9 CONFLICT OF INTEREST

In submitting a proposal, the Respondent affirms that to the best of its knowledge, there exists no actual or potential conflict between the Respondent's business and financial interests and any commissioner, officer, employee, or agent of DCHA or DCHA's affiliates or instrumentalities. To the extent that a potential conflict exists, this must be disclosed in the proposal.

C.10 COMPLETE PROPOSALS

Complete proposals will be evaluated based on established evaluation criteria. Proposals should set forth full, accurate, and complete information as required by this solicitation. Upon the completion of the review process, the Evaluation Panel will submit its recommendation(s) of Respondents that are deemed the most overall technically qualified to the DCHA Executive Director.

C.11 MANNER OF AWARDS

DCHA may award a contract or contracts upon the basis of the initial responses received, without discussion. Therefore, each initial Proposal should contain the Respondent's best and final terms from a cost and technical standpoint. Proposals shall represent the best effort of the Respondent and will be evaluated as such.

C.12 RETENTION

All proposals are the property of DCHA, shall be retained by DCHA, and therefore, will not be returned to the Respondent.

C.13 FAILURE TO SUBMIT RESPONSE

Recipients of this solicitation not responding with a proposal should not return this solicitation. Instead, they should advise the Contracting Officer, by letter or email, whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the Contracting Officer of the reason(s) for not submitting a proposal in response to this solicitation. If a recipient does not submit a proposal and does not notify the Contracting Officer that future solicitations are desired, the recipient's name may be removed from the applicable mailing list for one (1) year after the closing date of this solicitation.

C.14 UNNECESSARILY ELABORATE PROPOSALS

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective proposal to this solicitation are not desired and may be construed as an indication of the Respondent's lack of cost consciousness. Elaborate artwork, expensive paper bindings, and expensive visual and other presentation aides are neither necessary nor desired. No credit will be given for general marketing or promotional materials.

C.15 PROPRIETARY OR CONFIDENTIAL INFORMATION

A Respondent including proprietary or confidential information in its proposal shall conspicuously mark each page as proprietary or confidential if the Respondent does not want the proprietary or confidential information disclosed to the public or used by DCHA for other than evaluation purposes. DCHA reserves the right to determine the proprietary or confidential nature of the information and shall treat such information accordingly, based on its sole determination.

C.16 LATE PROPOSALS, MODIFICATIONS AND WITHDRAWAL OF PROPOSALS

- a) Proposals and modifications to proposals that are received in the DCHA Office of Administrative Services office after the exact time specified in the RFP are “late” and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:
 - 1) The proposal or modification was sent by registered or certified mail not later than the fifth (5th) calendar day before the date specified for receipt of proposal;
 - 2) The proposal or modification was sent by mail and it is determined by the Contracting Officer that the late receipt at the location specified in the RFP was caused by mishandling of the DCHA after receipt; or
 - 3) The proposal is the only proposal received.
- b) The only acceptable evidence to establish the date of a late proposal, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. If neither postmark shows a legible date, the proposal, modification, or withdrawal shall be deemed to have been mailed late. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown in the postmark, the proposal shall be considered late unless the Respondent can furnish evidence from the postal authority of timely mailing.
- c) Any request for withdrawal or request for modification received after the time and date set for submission of proposals at the designated location for submission shall be considered “late”.
- d) A late proposal, late request for modification, or late request for withdrawal shall not be considered, except as provided by this section.
- e) A late modification of a successful proposal which makes its terms more favorable to DCHA shall be considered at any time it is received and may be accepted at the sole discretion of DCHA.

C.17 FURNISHING OF INFORMATION TO DETERMINE THE RESPONSIBILITY OF RESPONDENT

The Respondent must demonstrate to the satisfaction of the Contracting Officer its capability to perform fully the contract requirements in all respects. Therefore, the Respondent shall furnish any reasonable information requested by the Contracting Officer in order to determine its ability to perform.

C.18 SIGNING OF PROPOSALS

The Respondent shall sign and print or type its name on the proposal. The signing of the proposal shall deem all information contained therein as true and accurate. Any false or misleading information contained in the proposal may be grounds for disqualification (if determined prior to selection of award) or termination (if discovered after award). Erasures or other changes must be initialed by the person signing the proposal. Proposals signed by an agent shall be accompanied by evidence of the agent's authority to bind the Respondent, unless that evidence has been previously furnished to the Contracting Officer.

Proposals by a partnership must be signed with the partnership name, by or on behalf of a partner or by an authorized representative, including designation of the person signing, if applicable. Proposals by a limited liability company shall be signed by a member or on behalf of a member or manager of the company, including the designation of the person signing, if applicable. Proposals by corporations must be signed with the name of the corporation, followed by the signature and designation of the President or Vice President and attested to by the Secretary of the Corporation or other persons authorized to bind the Corporation and the Corporate Seal affixed thereto.

If the proposal is signed by other than the President or Vice President, evidence of authority to so sign must be furnished in the form of an extract of minutes of a meeting of the Board of Directors or extract of by-laws certified by the Corporate Secretary with Corporate Seal affixed thereto.

The names of all persons signing shall be typed or printed below the signatures. Any proposal by a person who affixes to his signature the word "President", "Vice President", "Secretary", "Agent", or other designation, without disclosing his principal, may be held personally to the proposal. Proposals submitted by a joint venture must be signed by all authorized venture personnel.

C.19 FREEDOM OF INFORMATION ACT

The District of Columbia Freedom of Information Act, D.C. Code §2-531 *et seq.* (FOIA), provides for the disclosure of public information upon request. Specifically, the law provides that "any person has the right to inspect, and, at his or her discretion, to copy any public record of a public body except as expressly exempted by the Act." Further, a "public record" has been defined by the District of Columbia Public Records Management Act of 1985 as "any document, book, photographic image, electronic data recording paper, sound recording, or other material regardless of form or characteristic, made or received pursuant to law or in connection with the transaction of public business by any officer or

employee of the District.” D.C. Code §2-1701(13). Thus, public information submitted in response to this solicitation may be subject to disclosure in response to a request made under the FOIA.

C.20 PROPOSAL GUARANTEE AND ACCEPTANCE PERIOD

Proposals must be accompanied by a written guarantee that the Respondent will keep its initial offer open for at least ninety (90) days and that, if a best and final offer is made, it will keep its best and final offer open for a period of at least sixty (60) days thereafter; and upon acceptance by DCHA of a best and final offer, that it will execute the contract and meet other requirements within the times specified in the solicitation.

C.21 ACKNOWLEDGMENT OF ADDENDA/AMENDMENTS

Respondents shall acknowledge in their proposals receipt of addenda or amendment(s) to this solicitation by signing the document on the acknowledgment line of the addenda or amendment. A Respondent’s failure to acknowledge an addendum or amendment may result in rejection of the offer.

SECTION D - CONTRACT TERMS

The successful Respondent will be asked to conform to the requirements outlined in Section D of this RFP, in the event that it is selected as Contractor as a result of this solicitation.

D.1 TERM OF CONTRACT

The period of performance for the awarded contract shall be for five (5) years from the date of award, as deemed appropriate in the representation of DCHA and subject to the availability of funds.

D.2 TYPE OF CONTRACT

DCHA intends to award a Fixed Price Contract for services as specified in the Scope of Services in accordance with the Price Proposal. Consultant shall provide all specified services required by the DCHA.

D.3 TIME

Time, if stated in a number of days, will include Saturdays, Sundays, and holidays, unless otherwise stated herein.

D.4 INSURANCE

The successful Respondent, at its expense, shall obtain the minimum insurance coverage set forth below and keep such insurance in force throughout the contract period. All insurance provided by the Respondent in this section shall set forth DCHA as an additional insured (**as applicable**).

The Respondent shall carry and pay for:

MINIMUM INSURANCE REQUIREMENTS
BASIC COVERAGE
<p>Commercial General Liability (GL): Per Occurrence: \$2,000,000 Aggregate: \$4,000,000 Products and Completed Operations: \$2,000,000 Personal/Advertising Injury: \$2,000,000</p>
<p>Automobile Liability: \$1,000,000 per occurrence</p>
<p>Workers' Compensation: The Contractor should contact their insurer for the appropriate liability limit.</p>
<p>Employer's Liability: This coverage is not available to employees if Worker's Compensation applies (<i>see</i> 32 DC Official Code § 1504). If and when Employer's Liability insurance applies, however, the minimum requirements are as follows: Each Accident: \$500,000 Employee Disease: \$500,000 Disease-Policy Limit: \$500,000</p>
ADDITIONAL COVERAGE (Requirements to be determined depending on the contract.)
<p>Umbrella or Excess Liability: \$ 4,000,000</p>
<p>Employment Practices Liability: Per Occurrence: \$2,000,000 Aggregate: \$4,000,000</p>
<p>Employee Dishonesty: \$250,000</p>
<p>Professional Liability: Per Occurrence: \$2,000,000 Aggregate: \$4,000,000</p>

With respect to (i) and (ii) above; these policies shall be endorsed to name the DCHA as an additional insured and as a loss payee.

With respect to policies described above:

- (a) These policies must be in place before the execution of the contract, as in-force insurance is a condition precedent to the contract;
- (b) Contractor shall provide DCHA with Certificate of Insurance **annually** as evidence of the limits of coverage described above;
- (c) In the event the Contractor's insurance expires during the term of the contract, Contractor shall provide DCHA with copies of renewal certificates thirty (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; and
- (e) The insurance provider must have an A.M. Best Company rating of A-VIII or higher by companies authorized to do business and in good standing in the District of Columbia, on such conditions, and with such beneficial interest appearing thereon as shall be acceptable to the DCHA.

In the event a claim arises out of this contract, the Contractor will promptly notify the DCHA Contracting Officer Technical Representative (COTR), in the DCHA Office of Risk Management (ORM) at ORM@dchousing.org. In addition, the Contractor 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.

D.5 INDEMNIFICATION

The Contractor shall indemnify, defend and hold harmless HUD and 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, 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, its agents, and employees or any other person or entity for which the Respondent may be responsible. Any provisions or limits of insurance set forth in this contract shall not limit the Contractor’s liability. At its own expense, the Contractor 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.

D.6 OPTION TO EXTEND THE TERM OF THE CONTRACT- [Reserved]

D.7 METHOD OF COMPENSATION

Monthly Payment of Services:

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

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

District of Columbia Housing Authority
Accounts Payable
1133 North Capitol Street, NE, Suite 329
Washington, D.C. 20002-7599
Email: DCHApayments@dchousing.org

- b. Proper invoices shall contain the following information:

- Contract Number
 - Purchase Order Number
 - Monthly charges by Location and Identification of matters/services performed consistent with the contract requirement with any required supporting documentation.
- c. Failure to provide all documentation as outlined in item “b” above may delay payment of invoices.
- d. DCHA’s Office of Financial Management and DCHA’s Accounts Payable Division processes checks for payment every Thursday. When that date falls on a weekend or holiday, checks will be processed on the next business day.

D.8 TASK ORDERS- [Reserved]

D.9 AFFIRMATIVE ACTION PROGRAM

Respondent shall submit two (2) copies of an Affirmative Action Plan (AAP) and Goals and Timetables (G&T) “Compliance with Equal Opportunity Obligations in Contracts” and the Office of Human Rights Regulations, Chapter 11, “Equal Employment Opportunity Requirements in Contracts” promulgated August 15, 1986.

D.10 SECTION 3 REQUIREMENTS- [Mandatory for All Respondents]

All Contractors shall comply with the Section 3 Program, as defined in the Housing and Urban Development Act of 1968 (12 U. S. C. 1701u) (Section 3), amended by the Housing and Community Development Act of 1992 (1992 Act) (commonly known as and herein after as the Section 3 Program). Section 3 compliance requires all Contractors performing work on behalf of the DCHA or any of its subsidiaries to ensure that training, employment, contracting and other economic opportunities generated by the Federal financial assistance shall, to the greatest extent feasible, be directed toward low-income and very-low-income persons, particularly those who are recipients of government assistance for housing.

The minimum numerical goal for employment shall be equal to ten percent (10%) of the total number of labor hours on the contract issued. A second option for compliance under this act is to annually enroll Section 3 individuals, totaling a minimum of thirty percent (30%), into an Apprenticeship program. A third option is to subcontract to a Section 3 business concern. In accordance with the HUD regulations, ten percent (10%) of the subcontract may be awarded to Section 3 business concerns for construction and three percent (3%) of the subcontract may be awarded to Section 3 business concerns for non-construction contracts. A fourth option for compliance is to propose a unique program that provides internships for residents or program participants or provides pro bono services to DCHA program participants or Section 3 businesses. Cash donations to DCHA’s Section 3 Fund are presented as a “last resort option” to all Contractors. This option is made available to Contractors who have exhausted all priority preferences and are unable to hire or train Section 3 individuals as the contract is immediate and the period is minimal or the skill sets required by the staff is too technical or too advanced for the

Section 3 individuals seeking employment. The funds received will be used to provide training, uniforms, or transportation for Section 3 individuals.

Contractors and subcontractors will:

- 1) Incur all costs required for compliance with the applicable regulations;
- 2) Be subject to DCHA monitoring for compliance; and
- 3) Accept any applicable penalties for noncompliance.

The Contractor must provide an “Action Plan for Section 3 Commitment” and an “Estimated Project Workforce Breakdown” along with their bid proposal to be considered for contract award. A Section 3 Commitment is required prior to and as a condition of contract award. DCHA contracts will not be awarded without an approved Section 3 Commitment. These documents should include a brief narrative description of the contract, training and/or job opportunities for Section 3 participants as a part of this contract. The details of this plan should include the number of Section 3 participants to be hired, a list of tasks, description of skills associated to those tasks, the estimated total hours of those tasks under this contract, and a description of the methods to be used to achieve the respective Section 3 Commitment. A template of the Action Plan for Section 3 Commitment and a copy of the Estimated Project Workforce Breakdown have been enclosed with this solicitation (**Attachments**).

DCHA recognizes that the Contractor seeks trainees and/or employees that meet certain requirements. In order to better facilitate this goal, all efforts to hire to meet the Contractor’s Section 3 goals must be coordinated through the DCHA Section 3 Compliance Coordinator. **Each Section 3 Plan will be rated on the quantity of job opportunities and on the quality of the training and/or the development of skills that lead to economic self-sufficiency and careers.**

Examples of Opportunities

Administrative/ Management	Accounting, payroll, research, bookkeeping, purchasing, word processing
Services	Appliance repair, florists, marketing, carpet installation, janitorial, courier, photography, catering, landscaping, printing, computer/information, manufacturing, transportation.
Construction	Architecture (intern), bricklaying, carpentry, cement/masonry, demolition, drywall, electrical, elevator construction (apprentice), fencing, heating, iron works, machine operation, painting, plastering, plumbing, tile setting.

See Attachment L: Benchmark Standards & Menu of Expanded Options for Compliance with DCHA’s Section 3 Program

Non-Compliance Procedures

Any Contractor who fails to make a positive effort to meet the hiring and contracting goals described in the Section 3 Plan may be determined to be non-compliant. After a determination by DCHA that the Contractor has failed to comply with the Section 3 terms of their contract, DCHA shall serve notice of such non-compliance to the Contractor or its representative. The Contractor shall be responsible for notifying any subcontractor(s) who is not in compliance.

Upon request, the Contractor determined to be non-compliant shall meet with DCHA within three (3) working days of written notice in order to determine a method of correcting the deficiencies and determining the time period within which such remedy shall be effective. If remedy is not agreed upon within three (3) working days of the required notice, DCHA shall prescribe the remedy by which deficiencies shall be corrected and notify the Contractor in writing of such a determination. If the Contractor does not correct the deficiencies in the manner as directed by DCHA within thirty (30) calendar days, DCHA may impose any or all of the following sanctions:

- (a) Withholding payments;
- (b) Termination for default or suspension of contract; or
- (c) Placing the Contractor on a list of Contractors who fail to comply with DCHA Section 3 requirements.

Monitoring

DCHA will conduct unscheduled site visits to interview all Section 3 hires. DCHA will also review weekly payrolls and other supportive documentation.

Reporting

Contractor must submit quarterly reports regarding their Section 3 activities as requested by the Section 3 Compliance Coordinator. If Contractors choose to contract with Section 3 business concerns, they must also submit proof of payment to those businesses.

Within five (5) business days of project completion, Contractors are required to provide a narrative of their efforts and outcomes as it relates to Section 3 activity to the DCHA Section 3 Compliance Coordinator.

Contact

Please consult the Data Management and Section 3 Compliance Specialist, Office of Resident Services, Hanna Koerner at 202.535.1517 hkoerner@dchousing.org for additional information or assistance with the completion of your Section 3 Action Plan.

D.11 RESTRICTION ON DISCLOSURE AND USE OF DATA

A Respondent including proprietary or confidential information in its proposal shall conspicuously display the following information on the first page of the offer if the Respondent does not want the proprietary or confidential information to be disclosed to the public for any purpose or used by DCHA except for evaluation purposes:

- D.11.1 That the proposal includes proprietary or confidential information that shall not be disclosed outside of DCHA and shall not be duplicated, used, or disclosed, in whole or in part, for any purpose other than to evaluate the proposal;
- D.11.2 That if a contract is awarded to the Respondent, DCHA shall have the right to duplicate, use or disclose the proprietary or confidential information to the extent provided in the contract;
- D.11.3 That this restriction does not limit DCHA's right to use the proprietary or confidential information if it is obtained from another source without restriction;
- D.11.4 That the Respondent has specifically identified, by page number or otherwise, the proprietary or confidential information subject to the restriction; and
- D.11.5 The Respondent shall not designate as proprietary or confidential information the name of the Respondent, the proposal price, or any information that is not actually proprietary or confidential.

In addition to the requirements above, the Respondent shall conspicuously mark each separate sheet containing proprietary or confidential information it wishes to restrict with a notation to the effect that the use or disclosure of proprietary or confidential information contained on the sheet is subject to the restriction set forth on the first page of the proposal.

D.12 RESPONSIBLE CONTRACTORS

DCHA will only award contracts to responsible prospective contractors who have the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a Respondent, DCHA will consider such matters as the Respondent's:

- a. Integrity;
- b. Compliance with public policy;
- c. Record of past performance; and
- d. Financial and technical resources.

Before a proposal is considered for award, the Respondent may be requested by DCHA to submit documentation regarding any of the items in the paragraphs above. Failure by the Respondent to provide such additional information shall render the Respondent ineligible for award. In addition, DCHA may conduct site visits to the Respondent's office or facility to verify information contained in the proposal.

D.13 EMPLOYEE DISHONESTY INSURANCE

Upon contract award, Respondent shall provide evidence of Employee Dishonesty Insurance for an amount not less than Two Hundred Fifty Thousand Dollars (\$250,000.00), obtained at its own expense, for the purpose of protecting against dishonest acts of the Respondent and its employees. DCHA must be named as the loss payee. The insurance company, form, limits and content of such coverage will be subject to the approval of DCHA.

D.14 RESPONDENT’S KEY PERSONNEL

The key personnel specified in the Respondent’s proposal are considered to be essential to the work being performed under the contract. Prior to diverting any of the key personnel for any reason(s), the Respondent shall notify the Contracting Officer in writing at least thirty (30) days in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the contract.

D.15 CONSENT TO SUBCONTRACT

The Respondent must obtain the consent of DCHA to subcontract any portion of the work. All Respondents are required to include in their proposal a list of any proposed subcontractors, and a list of tasks/items, if any, which the Respondent intends to subcontract all or any portion of work.

D.16 FAIR HOUSING EQUAL OPPORTUNITY CLAUSE

During the performance of the contract, the Contractor shall not discriminate on the basis of race, color, religion (creed), sex, national origin, handicap or familial status, or the existence or use of a policy or practice, or any arrangement, criterion or other method of administration which has the effect of denying Equal Housing Opportunity, or which substantially impairs the ability of persons to apply for or receive the benefits of assistance because of race, color, religion (creed), sex, national origin, handicap or familial status, in the sale, rental or other disposition of residential properties or related facilities, including land to be developed for residential use, or in the use or occupancy thereof.

D.17 THE AMERICAN WITH DISABILITIES ACT OF 1990 (ADA)

During the performance of the contract, the Contractor and all of its subcontractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. See 42 U.S.C. §2101, *et.seq.*

D.18 SECTION 504 OF THE REHABILITATION ACT OF 1973 (AS AMENDED)

During the performance of the contract, the Contractor and all of its subcontractors shall comply with the Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against persons with disabilities in federally funded programs and activities. DCHA has entered into a Voluntary Compliance Agreement that requires a minimum of 6 percent (6%) of the public housing units constructed will comply with Uniform Federal Accessibility Standards (“UFAS”). DCHA may require more than 6 percent (6%) in an applicable revitalization plan. In addition, all other units constructed must comply, as applicable, with the Fair Housing Act guidelines on accessibility. See 29 U.S.C. §794.

D.19 NO WARRANTY

Respondent is required to examine the RFP, specifications and instructions pertaining to the services required. Failure to do so will be at the Respondent’s own risk. It is assumed that the Respondent has made full investigation so as to be fully informed of the

extent and character of the services requested and of the requirements of the specifications. No warranty is made or implied as to the information contained in the RFP, specifications, and/or instructions.

D.20 EXPENSE OF THE RFP SUBMISSION

All expenses incurred in the preparation and submission of proposals in response to the RFP shall be borne by the Respondent.

D.21 CANCELLATION

DCHA reserves the right to cancel this RFP, or to reject, in whole or in part, any and all proposals received in response to this RFP, upon its determination that such cancellation or rejection is in the best interest of DCHA. DCHA further reserves the right to waive any minor information on any proposal received, if it is in the best interest of DCHA to do so. The decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFP, shall be at the sole and absolute discretion of DCHA.

D.22 PROTEST

Any party involved in a dispute with DCHA related to any procurement decision that has unfavorably affected the aggrieved party is entitled to a resolution of the dispute in a timely manner and in accordance with applicable local or Federal law. The protestor, as defined below, in all instances, must pursue a remedy through the established administrative procedures of DCHA prior to pursuing protest with the Federal agency, defined below. Guidelines and procedures that must be followed are presented herein.

DEFINITIONS

Contracting Officer. The person within DCHA or DCHA duly authorized by the governing body thereof to administer contracts for, and in the name of DCHA or its instrumentality applicable.

Executive Director. The Executive Director of the District of Columbia Housing Authority (DCHA).

Federal Agency. Unless otherwise defined, the United States Department of Housing and Urban Development (HUD).

Protester. Any Respondent to a solicitation made by DCHA who has submitted a bid, quotation, or proposal that contains all the material requirements of the solicitation who has received an unfavorable decision concerning the results thereof and has a valid basis to challenge the award decision; or any Respondent who files a complaint based on the content of the RFP, prior to the proposal due date, based on specific facts giving rise to any such complaint.

PROCEDURES

1. Any protest against a solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days of contract award by the Contracting Officer on behalf of DCHA, or the protest will not be considered, unless a different time period has been established, if applicable. In such cases, the time-period set forth in the solicitation and/or contract prevails. The complaint must be in writing, and at a minimum must identify the name, address and phone number of the Protestor; Solicitation number and project title; a detailed statement of the basis for the protest; supporting evidence or documents to substantiate any arguments; form of relief requested.
2. The Contracting Officer may suspend the procurement pending resolution of the protest, if warranted by the facts presented.
3. The Contracting Officer shall issue a written decision to the Protestor within ninety (90) days of its receipt by certified mail with return receipt requested. The written decision shall state a description of the claim; a reference to the pertinent clause; a statement of the factual areas of agreement or disagreement; a statement of the Contracting Officer's decision with supporting rationale; and a statement referencing appeal rights.
4. The Contracting Officer's Final Decision may be appealed to the DCHA Executive Director through the Office of the General Counsel. Such request must be in writing and made within ten (10) calendar days of receipt of the Contracting Officer's decision.
5. The DCHA Executive Director's decision may be appealed to the District of Columbia Board of Contract Appeals (CAB) or other court of competent jurisdiction as determined and agreed to by the Parties. The appeal must be filed within thirty (30) days of receipt of the decision rendered by the DCHA Executive Director, or other time period required by the selected court of competent jurisdiction, as applicable.
6. The DCHA Board or Commissioners has no jurisdiction over Bid Protests.

All protests, except those directed to CAB, shall be addressed to the administrative offices of DCHA. The address of the administrative offices of DCHA is as follows:

District of Columbia Housing Authority
Office of Administrative Services
Contracts and Procurement
1133 North Capitol Street, N.E. Suite 300
Washington, D.C. 20002-7599
Attn: Contracting Officer

D.23 BEST AND FINAL OFFERS

DCHA may award a contract upon the basis of initial responses received, without discussion. Therefore, each initial Proposal should contain the Respondent's best terms from a cost and technical standpoint. However, if discussions are held with one

Respondent, all Respondents within the competitive range will be notified regarding the holding of discussions and will be provided an opportunity to submit written best and final offers (“BAFO’s”) at the designated date and time. If modification is submitted, it must be received by the date and time specified and is subject to the “Late Submission, Modifications and Withdrawals of Proposals” provisions of this solicitation.

After receipt of best and final offers, no discussions will be reopened unless the Contracting Officer determines that it is clearly in DCHA’s best interest to do so. If discussions are opened, the Contracting Officer shall issue an additional request for best and final offers to all respondents still within the competitive range.

D.24 DAVIS BACON REQUIREMENTS-[Reserved]

D.25 MCNAMARA - O’HARA SERVICE CONTRACT ACT

Respondent shall be required to comply with the requirements of the McNamara-O’Hara Service Contract Act of 1965 (SCA), as amended, 41 U.S.C. 351, *et seq.*, and the implementing regulations found in 29 C.F.R. 4. The McNamara-O’Hara Service Contract Act requires contractors and subcontractors performing services on prime contracts in excess of \$2,500 to pay service employees in various classes no less than the wage rates and fringe benefits found prevailing in the locality, or the rates (including prospective increases) contained in a predecessor contractor's collective bargaining agreement. For prime contracts in excess of \$100,000, contractors and subcontractors must also, under the provisions of the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. 3701 *et seq.*, pay laborers and mechanics, including guards and watchmen, at least one and one-half times their regular rate of pay for all hours worked over forty (40) in a workweek.

D.26 SELECTION NON-BINDING

The selection by DCHA of a Respondent to be s the most responsive or included in the competitive range indicates only DCHA’s intent to negotiate with the Respondent, and the selection does not constitute a commitment by DCHA to execute a final agreement or contract with the Respondent.

Respondents therefore agree and acknowledge that they are barred from claiming to have detrimentally relied on DCHA for any costs or liabilities incurred as a result of responding to this solicitation.

D.27 QUALIFIED BIDDERS LISTING (QBL)- [Reserved]

SECTION E - EVALUATION FACTORS FOR AWARD

E.1 EVALUATION OF PROPOSALS

All proposals will be evaluated based on the evaluation criteria outlined below. The Contracting Officer will determine a competitive range based on the established criteria and point system. The Evaluation Panel may consider a proposal unacceptable if it lacks critical information or the submission represents a major deviation from the requirements

of this RFP. Minor omissions such as, incomplete references may, at the sole option and discretion of the DCHA, be corrected subsequent to the submission due date.

All proposals will be initially reviewed to determine compliance with the proposal format requirements specified within this solicitation under Section C. Proposals that do not comply with these requirements may be rejected without further review.

The evaluation factors and the comparative scoring of the factors shown in Section E.3 below will be used to determine which Respondents fall within the competitive range and the recommendation made to the Executive Director.

E.2 RELATIVE IMPORTANCE OF TECHNICAL VERSUS COST/PRICE FACTORS

E.2.1 DCHA will make an award to the most responsible and responsive Respondent whose offer conforms to the solicitation and is most advantageous to the DCHA (i.e., that which represents the best value to the DCHA), cost or price and other factors considered.

E.2.2 DCHA may award a contract to other than the lowest priced Proposal. In the event that two or more proposals are considered technically equivalent, the evaluated cost or price will be of primary importance in determining the proposal most responsive.

E.2.3 The proposed cost must be considered reasonable and reflect the proposed approach.

E.2.4 DCHA may make multiple awards to ensure availability of a wide range of products or services.

E.2.5 The combined relative merit of the technical evaluation factors listed below will be more significant than cost or price in the selection of the Respondent.

E.3 EVALUATION AND SELECTION CRITERIA

Respondents are required to respond thoroughly to each of the following evaluation factors, with focus on providing answers that are both clear and concise. If any requirement listed cannot be met, full disclosure must be given, along with an explanation and proposed alternative, if appropriate.

DCHA will add additional points for Business Enterprise Designations after the technical evaluations have been completed and the competitive range has been established by the Contracting Officer.

The following evaluation factors will be used in determining the competitive range, **with a total possible score of 162.5 points.**

Proposals will be evaluated with points assigned to each section as follows:

TECHNICAL AND COST EVALUATION FACTORS

Criteria	Maximum Points
<p>List of Current Properties: Site Visit DCHA will include a site visit at one of the Respondents' currently managed properties in the local (Washington Metropolitan) area, selected by the DCHA, and tour that development. DCHA will evaluate the condition of the site and observed operating procedures and practices.</p>	25
<p>Past Performance To what extent does the Respondent satisfactorily demonstrate experience in meeting the goals and objectives of the RFP. Provide evidence that clearly demonstrates past performance.</p>	30
<p>Staffing Plan Describe and identify the proposed staffing plan and individual who will work in the effort to complete/perform the required tasks.</p>	25
<p>Management Approach and Methodology Discuss your firm's approach to customer service and delivery in performance of this contract including the organization of the firm, number of personnel to be assigned, coordination, follow-up, and cooperation with DCHA staff.</p>	25
<p>Section 3 1. <u>*For non-construction contracts: Proposes to have DCHA residents or program participants as interns. For construction contracts: Proposes to have DCHA residents or program participants as apprentices. (2 pts.)</u> 2. Demonstrated evidence of successful past performance with the fulfillment of Section 3 Commitments. (3 pts.) 3. Will hire DCHA residents or program participants for appropriate employment opportunities within the firm or any of its affiliated subcontractors. (4 pts.) 4. Proposes to provide funding for training for a DCHA resident or program participant. (3 pts.) 5. Will provide pro bono services to resident controlled companies or residents desiring to start a company either as a for-profit or non-profit entity. (2 pts.) 6. **Proposes to subcontract supportive services to Section 3 businesses. (2 pts.) 7. ***Vendor submits a unique proposal that supports the requirement of Section 3 "to provide DCHA residents and program participants with training and/employment opportunities". (4 pts.)</p>	20
PRICE PROPOSAL	
<p>Proposed fees and breakdown <i>Exhibit 1- Price Proposal.</i> Price Proposals must be proposed on Exhibit 1 or in the format of Exhibit 1. Respondents shall provide annual (a) breakdown of the proposed fully burdened hourly rates, (b) operating expenses, and (c) fixed fee per location. Price Proposals shall be prepared in full consideration of Compliance with Section 3 of the U.S. Housing Act as defined in 24 CFR Part 135 and McNamara O'Hara Service Contract Act.</p>	25
Maximum Technical Points	150

E.3.1 SECTION 3

MAXIMUM 20 TECHNICAL POINTS

*Approved apprenticeship and trainee programs include: 1) an apprenticeship program approved by the Bureau of Apprenticeship and Training of the Department of Labor; 2) a State Apprenticeship Agency; 3) an on-the-job training program approved by the Bureau of Apprenticeship and Training in accordance with the regulation at 29 CFR part 5; 5) a training program approved by HUD in accordance with HUD policies and guidelines, as applicable. Participation in an approved apprenticeship program does not, in and of itself, demonstrate compliance with the regulations of this part.

**A Section 3 Business is defined as a business that is 51% or more owned by low-income individuals OR, a business whose full time workforce includes, at minimum, 30% low income individuals OR, a business who subcontracts in excess of 25% of the total amount of its contract to Section 3 businesses.

***Sponsoring DCHA program participant(s) involves:

- Providing the financial means necessary for the program participant(s) to receive training in a specific trade or other method of higher learning;
- Providing mentoring to the program participant(s) sponsored; and
- Committing to hire the respective program participant(s) after successful completion of their specialized training.

E.3.2 BONUS POINTS

MAXIMUM 12.5 POINTS

BUSINESS ENTERPRISE DESIGNATION POINTS FOR SMALL MINORITY/WOMEN OWNED BUSINESS *(Maximum 10 Bonus Points)*

DCHA will add additional points for Business Enterprise Designations after the technical evaluations have been completed and the competitive range has been established by the Contracting Officer.

Upon determination of the competitive range, each Respondent who has been deemed technically qualified and is within the competitive range can receive additional points if the Respondent is determined to be a Local Small Minority or Women-Owned Business Enterprise (LSM/WBE).

The following definitions apply for the DCHA Business Enterprise Designation

“**Local**” means within the Metropolitan Business Area.

“**Small**” means a firm with 500 employees or less.

“**Minority**” means 51% ownership.

“**Women-Owned**” means 51% ownership.

The points shall be awarded to the Respondents based on a review of the Respondent, either party of a joint-venture, or a Respondent’s subcontractors.

The points will be awarded in the following manner:

Local	= 2.5 points
Small	= 2.5 points
Minority	= 2.5 points
Women-Owned	= 2.5 points

CERTIFIED BUSINESS ENTERPRISE PARTICIPATION

(Maximum 2.5 Bonus Points)

DCHA will recognize the District of Columbia’s Certified Business Enterprise (“CBE”) certification. In recognition of the District’s CBE certification, DCHA will use the following CBE point system below to determine the number of points awarded to entities with CBE certification. Please be advised that if one (1) or more team members are a CBE, DCHA will only award points for one CBE team member. The point award will be based on the CBE with the highest number of preference points awarded by the District.

District of Columbia	D.C. Housing Authority
10-12 Preference Points	2.5 Preference Points
6-9 Preference Points	2.0 Preference Points
2-5 Preference Points	1.0 Preference Points

TOTAL MAXIMUM POINTS (to include Bonus) 162.5 POINTS

SECTION F-TIMETABLE (SELECTION PROCESS)

F1. TIMETABLE

DCHA will endeavor to follow the timetable set forth below; however, the activities and timetable represented below are a guideline only and are subject to change at DCHA’s sole discretion and without prior notice:

Advertise Date	Sunday, May 20, 2018
Issuance of RFP	Monday, May 21, 2018
DCHA Site Visits	Thursday, June 7, 2018
Deadline for Submission of Inquiries/Questions	Tuesday, June 12, 2018
Submission of Proposals	Thursday, June 21, 2018
Evaluation Period	TBD
DCHA or Board Committee Review (if applicable)	TBD
Presentation to DCHA Board of Directors for Contract Approval (if applicable)	TBD
Contract Award	TBD

DATES IDENTIFIED ABOVE ARE SUBJECT TO CHANGE AT THE SOLE DISCRETION OF DCHA.

ALL PROPOSALS SUBMITTED FOR CONSIDERATION WILL BE REVIEWED BY DCHA. THE RESPONDENT(S) RECEIVING THE HIGHEST RATING, BASED ON THE CRITERIA PRESENTED ABOVE, WILL BE SELECTED AS BEING THE MOST CAPABLE OF PROVIDING THE SERVICES AND SUPPLIES IN A MANNER THAT IS MOST ADVANTAGEOUS TO DCHA, COST AND OTHER FACTORS CONSIDERED. DCHA MAY REJECT ANY OR ALL PROPOSALS THAT ARE DETERMINED NOT TO BE IN DCHA'S BEST INTEREST. IN ADDITION, DCHA RESERVES THE RIGHT TO WAIVE ANY MINOR INFORMALITIES OR MINOR IRREGULARITIES IF IT SERVES DCHA'S BEST INTEREST IN DOING SO.

SECTION G – EXHIBITS, APPENDICES & ATTACHMENTS

G.1 EXHIBITS

[Exhibit 1-](#) Price Proposal

G.2 APPENDICES

[Appendix I-](#) DCHA Locations

G.3 ATTACHMENTS

[Attachment A-](#) HUD 5370 General Conditions for Non-Construction Contracts
Section I

[Attachment B-](#) Tax Certification Affidavit

[Attachment C-](#) Non-Collusive Affidavit

[Attachment D-](#) Certificate of Eligibility

[Attachment E-](#) Contract Compliance Requirements

[Attachment F-](#) Payments to Subcontractors and Suppliers Certificate

[Attachment G-](#) Representations, Certifications of Offerors (Non-Construction)

[Attachment H-](#) Statements of Bidders Qualifications

[Attachment I-](#) Section 3 Contract Compliance Agreements

[Attachment J-](#) Conflict of Interest Certification

Attachment K- Reserved

[Attachment L-](#) Benchmark Standards and Menu of Expanded Options for
Compliance with DCHA's Section 3 Program

[Attachment M-](#) HUD 5369 –B Instructions to Offerors Non-Construction

[Attachment N-](#) Wage Determination