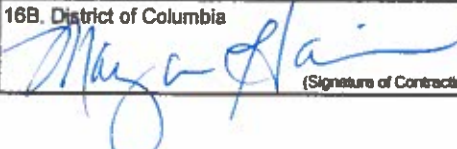


AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages	
2. Amendment/Modification Number		3. Effective Date	4. Requisition/Purchase Request No.	1	1
GF-2015-B-002-0003		January 28, 2015		5. Solicitation Caption See Below Caption	
6. Issued By: University of the District of Columbia Capital Procurement Division 4200 Connecticut Avenue, NW, Room C03 Washington, DC 20008			7. Administered By (If other than line 6) University of the District of Columbia Capital Procurement Division 4200 Connecticut Avenue, NW, Room C03 Washington, DC 20008		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)			9A. Amendment of Solicitation No. GF-2015-B-002		
			9B. Dated (See Item 11) 1/14/2015		
			10A. Modification of Contract/Order No.		
			X 10B. Dated (See Item 13)		
Code			Facility		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
A. This change order is issued pursuant to: (Specify Authority)					
The changes set forth in Item 14 are made in the contract/order no. in item 10A.					
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 38, Section 3601.2.					
C. This supplemental agreement is entered into pursuant to authority of:					
X D. Other (Specify type of modification and authority) Title 8, DCMR, Section 3016.3					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copy to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) Invitation for Bids No. GF-2015-B-002 for Janitorial Services at the University of the District of Columbia is hereby amended as follows:					
1. The due date for submission of bids is extended to February 6, 2015 not later than 2:00 p.m.					
2. Questions regarding the solicitation will not be accepted after January 28, 2015.					
3. Questions received regarding this solicitation, subsequent to Amendment No. 2, are answered in Attachment A to this Amendment No. 3.					
ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED					
Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer MARY ANN HARRIS		
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia		16C. Date Signed
(Signature of person authorized to sign)					1-29-2015
			(Signature of Contracting Officer)		

ATTACHMENT A TO AMENDMENT NO. 3 TO IFB NO. GF-2015-B-002

QUESTIONS AND ANSWERS TO GF-2015-B-002 FOR JANITORIAL SERVICES

1. Is “stripping” included under the fixed price basic service requirements or is it a billable item under cost reimbursement?

ANSWER

Stripping and waxing is a reimbursable expense.

2. Is policing the loading docks and service area of the main campus, Van Ness, included as basic services under this contract?

ANSWER

Yes the loading dock area is part of service area. The loading dock is a part of Building 38.

3. Is any component of pressure washing required under the basic services portion of this contract?

ANSWER

Pressure washing is not required under the basic services portion of this contract.

4. New construction turnover: Will hard floor surfaces be sealed and/or waxed before turnover in accordance with manufacturer’s specifications? If not, is this a reimbursable expense?

ANSWER

Floors installed during construction will be sealed and/or waxed before turnover in accordance with manufacturers’ specifications.

5. Who is the current contractor for these services at UDC?

ANSWER

Trinity II Corporation is the current contractor.

6. What is the current contract price/cost for these services at UDC?

ANSWER

\$1,592,000.00 for the base year.

7. Is the existing level of service as displayed during the site tour currently at Level 2?

ANSWER

The expectation is for the contractor to maintain Level 2 appearance for all facilities at all times in accordance with the UDC Facilities operations ratings system. The ratings system is not applicable with the current contract.

8. Who is responsible for supplying walk-off mats?

ANSWER

The University will supply walk-off mats. The contractor is responsible for service of mats.

9. Auditorium Stage: "Back of the House" is this basic service? Please clarify the level of service to be provided for this area.

ANSWER

The general servicing of these areas are inclusive of the basic service requirement. The refinishing/ stripping / waxing of all floors are reimbursable items.

10. Are porters required to have a full uniform: pants, shirt, jackets? Are smocks acceptable uniforms for general cleaners?

ANSWER

The porters are required to be in a uniform. Smocks are accepted for general cleaners and porters. Contractor uniforms must have company logo/name. Referenced in Section H.12.2 of solicitation.

11. Page 1, #9 cites bid due date 2/2/15. Section L.5 Bid submission date 2/3/15. Please clarify.

ANSWER

The bid due date is Friday, February 6, 2015, not later than 2:00 p.m.

12. H.9 Please explain the mandatory subcontracting requirement.

ANSWER

For contracts in excess of \$250,000.00, at least 35% of the dollar volume shall be subcontracted to certified small business enterprises; provided, however, that the cost of materials, goods and supplies shall not be counted towards the 35% subcontracting requirement unless such materials, goods and supplies are purchased from certified small business enterprises. For additional information please contact the DC Department of Small and Local Business Development.

13. L.1.4 states questions must be submitted in writing no later than 5 calendar days after the pre-bid conference. L.12 states questions must be received 10 calendar days prior to the closing date and time of the solicitation. Please clarify. What is the latest date to submit questions?

ANSWER

The latest date to submit questions is Wednesday, January 28, 2015.

14. Can you provide the historical usage quantities (per month/year) for consumables supply items such as toilet tissue, towels, can liners, hand soap, feminine hygiene products, etc.?

ANSWER

No.

15. Are there any dispenser lease or loan agreements in place with the University that requires specific products be purchased through a specific manufacturer and/or distributor?

ANSWER

The University will provide soap dispensers. The University does not require specific products and the exclusive use of a vendor. The contractor must be in compliance with the Green Clean Program (GCP).

16. Within the RFP you establish an APPA Level of 2 to be the desired level of cleaning on the go-forward basis. Using the APPA Levels as shown within the RFP, can you establish a baseline to indicate what you perceive the current cleaning levels to be?

ANSWER

The solicitation is an Invitation for Bids not a Request for Proposals. : The expectation is for the contractor to maintain Level 2 appearance for all facilities at all times in accordance with the UDC Facilities operations ratings system. The ratings system is not applicable with the current contract.

Is the square footage indicated in the RFP gross square footage or cleanable square footage?

ANSWER

The solicitation is an Invitation for Bids not a Request for Proposals The requirement is to provide general cleaning to all accessible areas within the buildings referenced in the solicitation.

17. Please clarify the type of background investigation and badge requirement needed for the employees working at the airport.

ANSWER

All prospective employees' information (federal/state criminal inquiry) will be submitted to UDC POLICE for screening. A valid state/ federal identification will be required to obtain a UDC Identification. The airport does not require any additional screening.

18. Will the University provide overnight parking for the contractor's vehicle transporting supply from one location to the other?

ANSWER

The contractor has use of the loading dock (building 38) to load/unload supplies. Contractor must adhere to UDC parking rules and signage at all times.

19. In addition to the main campus, will the contractor have a secure room for supplies and equipments at the other locations?

ANSWER

The contractor will be provided a secured space to store supplies and equipment. The contractor will also have access to janitorial spaces (closets) in all buildings.

20. What's the page limitation for the technical proposal? Section L.5, Bid Submission Date and Time, states that bids are due "...on Monday, February 3, 2015...". Please confirm whether the bids are due on *Tuesday*, February 3, 2015 or some other date.

ANSWER

The solicitation is an Invitation for Bids not a Request for Proposals. The due date for bids has been extended to Friday, February 6, 2015 not later than 2:00 p.m.

21. Could you please clarify if there is a guideline to follow for this bid submission? Basically, are you requiring a full technical proposal or just requesting pricing? Under section L (Instructions, conditions and Notices to offerors) and section M (Evaluation Criteria), it does not give a guideline to follow. In addition, the requirement request five years of experience, should there be a minimum of three references with similar in size and scope that will verified? Lastly, this contract will be awarded to the responsive and responsible lowest bidder?

ANSWER

- a. *The guideline is to read and follow the entire solicitation which is an Invitation for Bids. Section L provides guidance on bid submission.*
- b. *The solicitation is not a Request for Proposals. Therefore a technical proposal is not applicable.*
- c. *The successful bidder must provide at least two verifiable references and signed past performance evaluations from each of those references certifying that the bidder has completed janitorial services contract(s) for them in a satisfactory or above manner within the past five years for each contract amount of \$500,000.00 or more a year.*
- d. *Yes, the contract will be awarded to the responsive and responsible lowest bidder that submits a reasonable price.*

22. Is this a new procurement or is there incumbent?

ANSWER

There is an incumbent.

23. If there is an incumbent, kindly provide staffing levels and contract amount.

ANSWER

6 professionals and 53 service workers. The contract amount for the base year is \$1,592,000.00.

24. Has the scope of work remained the same?

ANSWER

No.