

**PROPOSAL SOLICITATION DOCUMENT**  
**REQUEST FOR PROPOSAL NO. GF-2025-R-0020**

**AGENCY:** University of the District of Columbia


**PROJECT:** Janitorial Services

**LOCATION:** 4200 Connecticut Avenue, NW  
Washington, DC 20008

**To access our website, please go to:**

<https://www.udc.edu/about/administration/procurement/solicitations>

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		<b>1. Solicitation No.</b>  GF-2025-R-0020	<b>2. Type</b>  <input type="checkbox"/> Sealed Bid <input checked="" type="checkbox"/> Sealed Proposal	<b>3. Date Issued</b>  7/14/2025	<b>Page</b>  1 of 83 (not including cover page)
<b>4. Contract Number</b>		<b>5. Requisition/Purchase Request No.</b>		<b>6.</b> <input type="checkbox"/> Open Market with set aside for SBE subcontracting (see Section M.1.6)  <input checked="" type="checkbox"/> CBE Set-Aside (See B.2 & Sec. M) Mandatory 35% SBE subcontracting with Section M.5.2	
<b>7. Issued By:</b> University of the District of Columbia Office of Contracting and Procurement 4200 Connecticut Avenue NW Bldg. 39 Suite 200C Washington, DC 20008			<b>8. Address Bid To:</b> Mary Ann Harris, Chief Contracting Officer c/o Michiko Gadson, Senior Contract Specialist University of the District of Columbia Office of Contracts & Procurement 4200 Connecticut Avenue NW Bldg. 39 Suite 200C Washington, DC 20008		
<b>9. FOR INFORMATION CONTACT</b>	<b>A. Name</b>  Michiko Gadson	<b>B Telephone</b>  202-274-5191		<b>C. E-Mail Address</b>  mgadson@udc.edu	
<b>IMPORTANT – The “Bidder” Section of this form must be completed by the Bidder</b>					
<b>SOLICITATION</b>					
<b>NOTE:</b> In sealed proposal solicitations “proposal” mean “offer to provide good and/or services”					
10. Sealed proposals in “original plus 4 copies” to perform the work required shall be received at the place specified in item 8, or hand carried to the counter located at address shown in item 8 not less than 2:00 p.m. local time on August 4, 2025.					
11. The University requires performance of work described in strict accordance with the following:					
<b>DESCRIPTION</b>		<b>SECTION</b>		<b>PAGE</b>	
Solicitation Proposal/Award Form		A		1-2	
Contract Type, Supplies or Services and Price/Cost		B		4-10	
Scope/Statement of Work		C		11-33	
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Representations, Certifications and Other Statements of Bidders		K		68	
Instructions to Bidders		L		69-75	
Evaluation Preference Points		M		76-83	
12. The contractor shall begin performance on the date specified in the written <input type="checkbox"/> Award <input checked="" type="checkbox"/> NTP (Notice to Proceed) and complete all work not later than the date specified in the NTP. This period of performance is <input checked="" type="checkbox"/> Mandatory <input type="checkbox"/> Negotiable.					
13. The contractor SHALL furnish a bid bond with bid submission, and performance and payment bonds (Attachment J.11) within 10 calendar days after receiving the UDC Notice of Intent to Award.					
<b>14. Additional Solicitation Considerations</b> A. All bids are subject to the work requirements, provisions and clauses incorporated in this solicitation in full text or by reference. B. <b>A BID GUARANTEE</b> <input checked="" type="checkbox"/> is required <input type="checkbox"/> is not required <b>PERFORMANCE AND PAYMENT BONDS</b> are also required pursuant to Article 12 Sections A, B, and C of the Government of the District of Columbia Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts (March 2007).					

UNIVERSITY OF THE DISTRICT OF COLUMBIA OFFICE OF CONTRACTING AND PROCUREMENT										
Proposal (MUST BE FULLY COMPLETED BY OFFEROR PRIOR TO SUBMISSION TO UDC)										
15. Name, Company Name and Address of Bid or/Bidder (with zip code)				16. Telephone No. ( )				18. Remittance Address (if different than item 15)		
				17. E-mail address						
19. The bid or/bidder agrees to perform the work required at the prices specified herein and according to the BID SCHEDULE (Section B) and in strict accordance with the terms of this solicitation, if this bid/bids is accepted by the University within calendar days after the date bids/bids are due.										
20. The bid or/bidder agrees to furnish any required performance and payment bonds.										
21. ACKNOWLEDGEMENT OF AMENDMENTS										
The bid or/bidder acknowledges receipt of amendments to the solicitation (number and date each) See Section L.12										
Amendment Number										
Date										
22. Name and Title of Person authorized to sign bid/bid (Type of Print)				22A. Signature				22B. Bid/Bid Date		
AWARD (To be completed by the University)										
23. Amount						24. Accounting and Appropriations data				
25. PAYMENT WILL BE MADE BY:  Office of the Chief Financial Officer 4200 Connecticut Avenue NW Washington, DC 20008						26. Submit invoices as instructed in Section G of this solicitation (Contract Administration Data)				
CHIEF CONTRACTING OFFICER WILL COMPLETE ITEM 27 OR 28 AS APPLICABLE										
27. <b>[ ] NEGOTIATED AGREEMENT</b> (The Contractor is required to sign this document and return ___ copies to the issuing office. The Contractor agrees to furnish and deliver all items or perform all work requirements for the consideration stated in this contract. The rights and obligations of the parties of this contract shall be governed by (a) this contract award, (b) the solicitation, and (c) clauses, representations, certifications, and specifications incorporated by reference in or attached to this contract.						28. <b>[ ] AWARD</b> (The contractor is not required to sign this document). Your bid on this solicitation is hereby accepted. This award consummates the contract which consists of (a) the solicitation and your bid, and (b) this contract award. No further contractual document is necessary.				
29. Name and Title of Contractor of Person Authorized to sign (Type or Print)						30. Name of CO (Type of Print)				
29A. Signature				29B. Date		30A. Signature			30B. Date	
UNIVERSITY OF THE DISTRICT OF COLUMBIA OFFICE OF CONTRACTING AND PROCUREMENT										

## SECTION B: CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST

**B.1** The University of the District of Columbia's Office of Contracting and Procurement's Capital Procurement Division, on behalf of Operations and Maintenance of Campus Services Division, is seeking a responsive and responsible contractor to provide Janitorial Services for the University campuses.

### B.2 DESIGNATION OF SOLICITATION FOR THE SMALL BUSINESS SET ASIDE MARKET ONLY

This RFP is designated only for certified small business enterprises (SBE) with a requirement that 35% be subcontracted to a small business that is certified by the D.C. Department of Small Local Business Development (DSLBD) unless the prime contractor is certified and will perform 100% of the work. Applicable preference points for certified small business enterprise (SBE) pursuant to the provisions of the “Small and Certified Business Enterprise Development and Assistance Act of 2014”, D.C. Official Code § 2-218.01 et seq., as amended, shall be applied to price evaluation. Bidders must provide documentation with their bid submission that the certified small business identified in their proposed Subcontracting Plan has agreed to be a part of the contract as stated in the Plan. Bids responding to this RFP may be rejected if the bidder fails to submit a subcontracting plan required by law. Bidders and their subcontractors may apply for DSLBD certification online by going to <https://dslbd.dc.gov> and selecting “Get Certified.” Questions about certification email should be directed to [cbe.info@dc.gov](mailto:cbe.info@dc.gov).

**B.3** The University contemplates aggregate award of a single fixed priced performance-based with a Cost Reimbursement Component for **Additional Porter and Janitorial Services for Special Events.**

#### Porter Services

ITEM DESCRIPTION	BASE PERIOD NOT-TO-EXCEED CEILING	OPTION YEAR ONE NOT-TO-EXCEED CEILING	OPTION YEAR TWO NOT-TO-EXCEED CEILING	OPTION YEAR THREE NOT-TO-EXCEED CEILING	OPTION YEAR FOUR NOT-TO-EXCEED CEILING
REIMBURSABLE SERVICES SECTION (C.4.6)	60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00

#### Special Events

ITEM DESCRIPTION	BASE PERIOD NOT-TO-EXCEED CEILING	OPTION YEAR ONE NOT-TO-EXCEED CEILING	OPTION YEAR TWO NOT-TO-EXCEED CEILING	OPTION YEAR THREE NOT-TO-EXCEED CEILING	OPTION YEAR FOUR NOT-TO-EXCEED CEILING
REIMBURSABLE SERVICES SECTION (C.4.6)	80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00

### B.4 SCHEDULE DESCRIPTION

The Contractor shall furnish all management, labor, equipment, materials and supplies necessary to provide janitorial services in accordance with Section C of

Janitorial Services

this solicitation and the portions of the offeror' s proposal accepted by the University. The University intends to evaluate the price based on the total amount offered for the base period and option years. See Section M.4.

**BASE PERIOD**

<b>CLIN</b>	<b>DESCRIPTION</b>	<b>QTY. NTE</b>	<b>UNIT /MONTH</b>	<b>TOTAL</b>
<b>0001</b>	The contractor shall provide janitorial services in accordance with Section C.	12	\$	\$

**TOTAL PRICE IN WORDS FOR CLIN 0001:**

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<b>CLIN</b>	<b>DESCRIPTION</b>	<b>QTY. NTE</b>	<b>UNIT/MONTH</b>	<b>TOTAL</b>
<b>0002</b>	The contractor shall provide janitorial services in accordance with Section C.	<b>12</b>	\$	\$

**TOTAL PRICE IN WORDS FOR CLIN 0002:**

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**TOTAL PRICE FOR CLIN 0001 AND 0002 OF BASE PERIOD:**

\$ \_\_\_\_\_

**TOTAL PRICE IN WORDS:**

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**OPTION YEAR ONE**

CLIN	DESCRIPTION	QTY NTE	UNIT/MONTH	TOTAL
0001	The contractor shall provide janitorial services in accordance with Section C.	12	\$	\$

**TOTAL PRICE IN WORDS FOR CLIN 0001 FOR OPTION YEAR ONE:**

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CLIN	DESCRIPTION	QTY NTE	UNIT/MONTH	TOTAL
0002	The contractor shall provide janitorial services in accordance with Section C.	12	\$	\$

**TOTAL PRICE IN WORDS FOR CLIN 0002 FOR OPTION YEAR ONE:**

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**TOTAL PRICE FOR CLIN 0001 AND 0002 FOR OPTION YEAR ONE:**

\$ \_\_\_\_\_

**TOTAL PRICE IN WORDS:**

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**OPTION YEAR TWO**

Janitorial Services

CLIN	DESCRIPTION	QTY NTE	UNIT/MONTH	TOTAL
0001	The contractor shall provide janitorial services in accordance with Section C.	12	\$	\$

**TOTAL PRICE IN WORDS FOR CLIN 0001 FOR OPTION YEAR TWO:**

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CLIN	DESCRIPTION	QTY NTE	UNIT/MONTH	TOTAL
0002	The contractor shall provide janitorial services in accordance with Section C.	12	\$	\$

**TOTAL PRICE IN WORDS FOR CLIN 0002 FOR OPTION YEAR TWO:**

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**TOTAL PRICE FOR CLIN 0001 AND 0002 FOR OPTION YEAR TWO:**

\$ \_\_\_\_\_

**TOTAL PRICE IN WORDS:**

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**OPTION YEAR THREE**

CLIN	DESCRIPTION	QTY NTE	UNIT/MONTH	TOTAL
0001	The contractor shall provide janitorial services in accordance with Section C.	12	\$	\$

**TOTAL PRICE IN WORDS FOR CLIN 0001 FOR OPTION YEAR THREE:**

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CLIN	DESCRIPTION	QTY NTE	UNIT/MONTH	TOTAL
0002	The contractor shall provide janitorial services in accordance with Section C.	12	\$	\$

**TOTAL PRICE IN WORDS FOR CLIN 0002 FOR OPTION YEAR THREE:**

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**TOTAL PRICE FOR CLIN 0001 AND 0002 FOR OPTION YEAR THREE:**

\$ \_\_\_\_\_

**TOTAL PRICE IN WORDS:**

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**OPTION YEAR FOUR**

CLIN	DESCRIPTION	QTY NTE	UNIT/MONTH	TOTAL
0001	The contractor shall provide janitorial services in accordance with Section C.	12	\$	\$

**TOTAL PRICE IN WORDS FOR CLIN 0001 FOR OPTION YEAR FOUR:**

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CLIN	DESCRIPTION	QTY NTE	UNIT/MONTH	TOTAL
0002	The contractor shall provide janitorial services in accordance with Section C.	12	\$	\$

**TOTAL PRICE IN WORDS FOR CLIN 0002 FOR OPTION YEAR FOUR:**

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**TOTAL PRICE FOR CLIN 0001 AND 0002 FOR OPTION YEAR FOUR:**

\$ \_\_\_\_\_

**TOTAL PRICE IN WORD:**

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**BASE + FOUR OPTION YEAR FOUR**

**TOTAL AMOUNT \$** \_\_\_\_\_

The maximum total price of this contract is the sum total of the price herein for the base period and four option periods, or fractions thereof, as written below.

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## **PART 1 - SECTION C - STATEMENT OF WORK**

### **C.1 SCOPE**

The Offeror shall submit a comprehensive proposal that will serve as the operational blueprint for enhancing and maintaining the current quality of janitorial services across all University of the District of Columbia (UDC) campuses. The proposal must demonstrate the Offeror's ability to deliver these services at a reasonable cost while achieving and sustaining an above-satisfactory performance rating in all service areas throughout the contract period.

- A. The proposal should include a clearly identified section of the proposal outlines a specific plan for providing janitorial services to the UDC Student Center. This plan must include measures to support and maintain the building's LEED Platinum certification throughout the entire period of performance. The offeror shall be responsible for providing comprehensive janitorial services, including porter services, at all university campus locations. The Contractor must supply all management personnel, labor, materials, supplies, and equipment necessary to perform the services described in this RFP.
- B. Although the CDC has lifted the precaution measures on COVID-19, the Contractor shall provide deep, enhanced cleaning services on all high-touch surfaces and areas, including but not limited to desks, computer mice and keyboards, phones, lockers, cubbies, window sills and computer tops, door, frames, doorknobs and push bars, elevator buttons, light switches, hand rails, faucet and toilet handles, bathroom floors, toilet stall door locks, paper towel dispensers, shower and locker room, office common areas.
- C. The Contractor shall provide janitorial services, including porter services, in office spaces, corridors, waste receptacles, entrances/exits of buildings, common areas, laboratories, classrooms, conference rooms, restrooms, and other used areas between 8:00 a.m. and 10:00 p.m. Monday through Friday (excluding Federal holidays) and Saturdays 8:00-5:00 p.m. at the following locations listed under C.2 Requirements for CLIN 0001.

### **C.2 REQUIREMENTS FOR CLIN 0001**

The offeror shall illustrate its understanding of the industry, needs of the University, capability, and determination to always keep the University's campuses at green quality by submitting a comprehensive proposal that offers to be the best solution for always creating and maintaining green quality cleanliness in high traffic volume higher educational buildings. The Offeror proposal shall:

- C.2.1** Provide an assessment of the janitorial needs in each building to be served which are located at:

## Janitorial Services

- C.2.1.1 UDC Eng. Addition Building 32 (include Saturdays)  
4200 Connecticut Avenue  
NW Washington, DC 20008  
78,983 sqft
- C.2.1.2 UDC Business/Student Gov. Building 38 (including Saturdays)  
4200 Connecticut Ave NW  
Washington DC 20008  
115,308 sqft
- C.2.1.3 UDC Administration Bldg. 39  
4200 Connecticut Ave NW  
Washington DC 20008  
85,938 sqft
- C.2.1.4 UDC Eng. Addition Building 42 (include Saturdays)  
4200 Connecticut Avenue  
NW Washington, DC 20008  
78,983 sqft
- C.2.1.5 UDC Auditorium Building 46E  
4200 Connecticut Avenue  
NW Washington, DC  
20008  
40,215 sqft
- C.2.1.5 UDC Auditorium Building 46W  
4200 Connecticut Avenue  
NW Washington, DC 20008  
23,040 sqft
- C.2.1.6 E.B Henderson Sports Complex 47 (including Saturdays)  
4200 Connecticut Avenue  
NW Washington, DC 20008  
93,805 sqft
- C.2.1.7 UDC Law School Building 52 (including Saturdays)  
4340 Connecticut Avenue  
NW Washington, DC 20008  
143,560 sqft
- C.2.1.8 UDC Airport Hanger No. 2  
National Airport Arlington,  
VA 22202  
12,000 sqft

## Janitorial Services

- C.2.1.9 UDC Community College- Lamond Riggs (including Saturdays)  
5171 South Dakota Avenue NE  
Washington, DC 20008  
45,000 sqft
- C.2.1.10 Firebird Farm  
12001 Old Baltimore Pike  
Beltsville MD
- C.2.1.11 UDC Student Success Center Bldg. 70  
4225 Connecticut Ave NW  
Washington DC 20008  
19,988
- C.2.1.12 UDC Academic Bldg. 71 (including Saturdays)  
4250 Connecticut Ave NW  
Washington DC 20008  
200,000
- C.2.1.13 UDC Workforce Dev. Bldg. 72  
3100 Martin Luther King Jr SE  
Washington, DC 20008  
78,985
- C.2.2 Provide a corrective action chart, with timetables for completion, for the findings in Section C.2.1.
- C.2.3 Provide a chart of ongoing services to be provided, including description and frequency, at each of the buildings above. Describe the frequency, method, and cleaning tools and equipment, as well as the quantity and job title of staff assigned.
- C.2.4 Provide a chart of measurable performance standards for each service offered; for example - Excellent, Good, Satisfactory, and Unsatisfactory. Include a measurable description of what constitutes each.
- C.2.5 Provide a Deduction of Payment Schedule for unsatisfactory performance, including recurring occurrences.
- C.2.6 Provide response time to correction of reports of unsatisfactory performance.
- C.2.7 Clearly describe a planned management approach and include:
  - C.2.7.1 Staff reporting and interaction with UDC personnel chart
  - C.2.7.2 Quality Control Plan
  - C.2.7.3 Number of employees, job description, and hourly rates of pay for each

task, or combination thereof, at each location.

C.2.7.4 Resumes of key personnel

C.2.7.5 At least two past performance evaluations and references from customers to whom you have provided similar services during the past two years.

C.2.8 Provide an annual line-item budget that includes projected monthly payments, total annual payments, and total contract amount.

### C.3 REQUIREMENTS FOR CLIN 002

The offeror shall illustrate its understanding of the industry, needs of the University, capability, and determination to always keep the University's campuses at green quality by submitting a comprehensive proposal that offers to be the best solution for creating and maintaining Platinum LEED quality cleanliness. Below is a table showing the approximate square footage of both interior and exterior spaces associated with the Student Center that will require cleaning according to the specifications for green cleaning janitorial services as required by the US Green Building Council to attain LEED credits towards platinum certification (See Attachment J.1.1).

C.3.1 UDC Student Center Bldg. 56  
4200 Connecticut Ave NW  
Washington DC 20008

Type of Space	Area (SF)	Area Type	Flooring
<b>Interior</b>	11,150	Circulation	Polished concrete
	7,700	Offices/Workrooms	Carpet Tile
	2,000	Meeting and Conference Rooms	Carpet Tile
	4,800	Ballroom (Divisible into two separate areas)	Carpet Tile
	375	Warming Kitchen adjacent to Ballroom	Warming Kitchen
	13,500	Open Lounge Spaces	30% Carpet Tile 70%
	3,450	(2) Unisex Toilet Rooms, (1) Men's and (1) Women's Locker Room w/tile showers and toilets	Ceramic and Porcelain
	4,500	Fitness Area	75% Rubber Flooring
	47,475	Total Interior SF	Pavers

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	23,000	Exterior paved Areas, Levels I and 2	Pavers
<b>Exterior</b>	1,700	Level 3 Exterior Covered Terrace	Pavers
	24,700	Total Exterior SF	

In addition to the above the Offerors' proposal shall:

- C.3.1** Provide an assessment of the janitorial needs in the Student Center.
- C.3.2** Provide a corrective action chart, with timetables for completion, for the findings in Section C.3.1.
- C.3.3** Provide a chart of ongoing services to be provided, including description and frequency, at each of the buildings above. Describe the frequency, method, and cleaning tools and equipment, as well as the quantity and job title of staff assigned.
- C.3.4** Provide a chart of measurable performance standards for each service offered; for example - Excellent, Good, Satisfactory, and Unsatisfactory. Include a measurable description of what constitutes each.
- C.3.5** Provide a Deduction of Payment Schedule for unsatisfactory performance, including recurring occurrences.
- C.3.6** Provide response time to correction of reports of unsatisfactory performance.
- C.3.7** Clearly describe a planned management approach and include:
  - C.3.7.1** Staff reporting and interaction with UDC personnel chart
  - C.3.7.2** Quality Control Plan
  - C.3.7.3** Number of employees, job description, and hourly rates of pay for each task, or combination thereof, at each location.
  - C.3.7.4** Resumes of key personnel
  - C.3.7.5** At least two past performance evaluations and references from customers to whom you have provided similar services during the past two years.



- C.3.8** Provide an annual line-item budget that includes projected monthly payments, total annual payments, and total contract amount.

**C.4 GENERAL REQUIREMENTS**

In addition to the above, within five (5) days following receipt of Notice of Intent to Award, the Contractor shall submit to the Contract Administrator (CA) the following information on each prospective employee who may provide services under the contract:

- a) Complete Name
  - b) Address
  - c) Social Security
  - d) Copy of valid ID
  - e) Security Check
- A) The hours of operation of the University are between the hours of 8:00 a.m. through 10:00 p.m.. The Contractor shall perform the basic daily cleaning with two shifts. The day shift (or first shift) begins from 8:00 a.m. to 5:00 p.m. (second shift) starts from 2:00 p.m. to 10:00 p.m. The first shift operates from Monday to Saturday, and the second shift operates Monday to Friday.

**C.4.1 Facilities and Locations**

The Contractor shall provide janitorial services in office spaces, corridors, waste receptacles, entrances/exits of buildings, common areas, laboratories, conference rooms, classrooms, restrooms, and other used areas between 8:00 a.m. and 10:00 p.m. Monday through Friday (excluding Federal holidays) at the following locations:

- C.4.1.A UDC Van Ness campus (also referred to as the Main Campus in this solicitation) located at 4200 4225, 4250, and 4340 Connecticut Avenue, NW Washington, DC, consisting of the following thirteen (13) buildings:
- 1) Building #32 - Engineering Department
  - 2) Building #38 - Business/Student Government/Services
  - 3) Building #39- Administration
  - 4) Building #42 - Math Department/Engineering Addition
  - 5) Building #43 - Power Plant
  - 6) Building #44 - Health Sciences
  - 7) Building #46E - Auditorium
  - 8) Building #46W - Music Department
  - 9) Building #47 – E.B Henderson Sports Complex
  - 10) Building #52- Law School (located at 4340 Connecticut Avenue)
  - 11) Building #56 – Student Center
  - 12) Building #70 – UDC Student Success Center (located at 4225 Connecticut Avenue)
  - 13) Building #71 – UDC Academic Hub (located at 4250 Connecticut Avenue)

The Main Campus also encompasses classrooms, laboratories, libraries, theatres, an auditorium, a bookstore, a gymnasium, a cafeteria, administrative offices, a

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maintenance shop, a health center, an amphitheater, a soccer field, a plaza deck, a swimming pool, a 3 deck parking garages, walkways, warehouse as well as service centers such as mail room and reproduction. The university has parking lots located at 4225, 4250, 4340 Connecticut Ave NW, 5171 South Dakota Ave NE, and 3100 Martin Luther King Ave SE.

- B) The University of the District of Columbia – Workforce Development at Old Congress Heights - a single facility located at 3100 Martin Luther King Ave SE, Washington, DC. The facility has three floors, each assigned for office use, classrooms, and laboratories. The Old Congress Heights site also has large hallways and spaces used for community meetings and related educational functions.
- C) The University of the District of Columbia - Community College (Lamond Riggs) at Bertie Backus Middle School is an educational facility located at 5171 South Dakota Avenue, NE, Washington, DC, equipped with classrooms, faculty and staff offices, computer and nursing labs as well conference and/or meeting rooms. Office floors are covered with carpet tiles, and the hallway is covered with vinyl tiles.
- D) One (1) building located at the Reagan National Airport, Hangar #2 - The aeronautical engineering program at the airport has a finished concrete floor in the workshop and at the hangar. The office floors are carpeted and the hallway including the classrooms are covered with vinyl tiles. The rest room has capacity to accommodate four people at a time.
- E) UDC Firebird Research Farm -Two (2) trailers located at 12001 Old Baltimore Pike Beltsville, MD, have restrooms and a training room.

### C.4.2 Standard Services

The Contractor shall furnish all management, personnel, labor, materials, supplies, and equipment to perform the services described in this section. The standard services are included in the basic monthly price for each building.

#### C.4.2.1 General Requirement

The Contractor shall perform the following general services applicable to all common areas in all locations:

##### C.4.2.1.1 Daily Services to Be Performed in All Buildings Restrooms:

Perform effective restroom cleaning procedures; remove harmful germs and bacteria that may be present on door handles, fixtures, walls, floor and floor drains, and other surfaces. All of these must be cleaned and disinfected with regularity daily to prevent the spread of contagious illnesses. Since restrooms are heavily used, there must be a schedule to ensure that they are refreshed frequently. Refresher schedules shall include restocking of hand soap and hand sanitizer, toilet paper, and paper towels, as well as spot cleaning where required. All bathrooms must be sanitized once a week using the University sanitizing equipment. If the university-owned sanitizing equipment

## Janitorial Services

becomes deficient, the Contractor must provide alternate sanitizing equipment. All bathrooms at every campus location WILL be readily available for use at 8:30 a.m.

- a. Clean daily: floors, countertops, basins, toilet partitions, toilets, urinals, light switches, mirrors, doorknobs, and showers.
- b. Disinfect floors, countertops, basins, toilets, urinals, and showers (if applicable) daily (after cleaning)
- c. Ensure floor drains are operating correctly.
- d. Ensure mirrors, stainless steel casings, and polish surfaces are free from smudges, water spots, and debris.
- e. Maintain adequate supplies for soap dispensers, toilet paper dispensers, air fresheners, paper towel dispensers, urinal screens, and toilet seat cover dispensers at all times. (Minimum of 7-day inventory required for back stock).
- f. Descaling shall be performed on toilet bowls and urinals as often as needed to keep areas free of scale and other deposits. After decaling, surfaces shall be free from streaks, stains, scale, scum, and rust stains.
- g. Ensure the waste cans and other waste receptacles are emptied, cleaned, lined, and sanitized as needed.
- h. Enhanced cleaning of all bathrooms shall be performed three (3) times daily and service dates and times must be documented.

## Interior Space, Offices:

All interior spaces are to present a uniformly clean appearance. All vertical and horizontal (fewer than 8ft in height) surfaces shall be dusted with a treated dust cloth.

All surfaces' desks, counters, shall be free of dirt, dust and debris.

- a. Glass surfaces (excluding exterior windows) shall be clean and free of smudges.
- b. Furniture shall be free of obvious dust, dirt, and debris; Furniture should be realigned to the original setting.
- c. Carpets will be free of obvious spots and stains and shall be clean and free of dirt and debris.
- d. Floors requiring a finish shall be maintained at a high luster and shall be free of all marks, dirt and debris.
- e. Wood paneling shall be free of soil substances, dust, streaks and spots.

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- f. Offices documents, furniture, and work environment shall not be disturbed by personnel while performing services.

### **Classrooms, Lecture Halls, and Meeting Spaces**

Whiteboards/Chalkboards shall be washed, and chalk trays cleaned. Furniture in classrooms must be realigned in the original order. All chairs should face the Whiteboard/Chalkboard except for one (I) table and one (I) chair placed in the front of the blackboard facing all other chairs. Each computer desk shall be free of dust. All floor surfaces shall be swept and mopped daily. The floor should be clear of obvious dirt and debris. All Spots shall be removed.

**Classrooms, lecture halls, and meeting spaces shall receive enhanced cleaning after each use.**

**Note: Classroom schedules shall be provided.**

### **Entrance, Corridors, and Lobby Areas shall receive enhanced cleaning twice daily**

- a. **Lobby areas.** The surface shall be free from litter, gum, dirt, dust, and debris during school hours (8:00 a.m. – 10:00 p.m.) on weekdays (8:00 a.m.- 5:00 p.m.) on Saturdays. Immediate areas outside the building entrances must be kept clear of debris and noticeable dirt. Mats must be vacuumed and spot-cleaned (as needed). Soil and moisture underneath the mats shall be removed, and the mats shall be returned to their normal location.
- b. **Doors and Windows.** Clean the interior of doors and windows at entrances and spot-clean the exterior surfaces and glass as needed. After cleaning, there shall be no traces of film, dirt, smudges, water, or other foreign matter during school hours. Door handles should be cleaned frequently.
- c. **Corridors.** The corridor shall present a clean appearance free from litter, dirt, debris, empty boxes, and discarded items. Chairs and other furniture shall not be stored in hallways. Cleaned corridors shall show no signs of liquid spillage, stains, or foreign matter.

### **Drinking Fountain/ Hydration Stations**

Drinking fountains shall be cleaned to be free of watermarks, debris, or encrustation and shall be sanitized. Polished surfaces shall be wiped free from streaks, stains, scale, scum, and rust stains. **Drinking Fountains and Hydration stations should receive enhanced cleaning twice daily.**

### **Facility trash and recyclables**

Facility trash shall be collected regularly (as necessary) from corridor waste centers to ensure that trash and paper are not allowed to accumulate in overflow receptacles. The university participates in a sustainability program that promotes recycling and conservation. There are exceptions that require office suites to have larger trash cans

that the Contractor shall service. Dumpster sites shall be kept clean and orderly, and trash shall not be allowed to blow around on the ground. Trash receptacles and waste baskets shall be emptied daily to remove dirt, food, beverage spoilage, and odors. Broken furniture, wooden pallets, and similar large objects must be discarded in the roll off dumpsters provided by the university. Recycling materials (white paper mixed paper, newspaper, and corrugated boxes and commingle (mixed) beverage and food containers (i.e., glass and plastic bottles and aluminum and tin cans) from the regular trash. Separation is intended for recyclable commodities to be kept in containers that are different than the trash containers. Commingled bottles and cans should NOT be mixed with recycled paper but placed in a separate container for collection by the recyclable's hauler. Recycling materials must be discarded in dumpsters provided by the university. with signage ••recycling use only".

**Note:** Recyclables can be housed in centralized containers that are large white corrugated boxes approximately 42" high holding white ledger paper and/or mixed paper and smaller corrugated boxes approximately 18" high holding newspapers within the interior spaces/ offices. The mentioned containers may also be composed of plastic material. Descriptive labels in Spanish and English is required on all containers used to transport trash and recyclables to the loading dock, designated pick-up, or housing areas within each building.

### **Exterior Grounds, Sidewalks, Steps, and Parking Areas**

Sidewalks, steps, parking areas, parking ramps, and parking garages shall be cleaned daily and kept free from all debris from the grounds of each facility.

### **Elevators**

All campus elevators are to be kept clean and free from loose debris. All graffiti, smudges, soil substances, gum, and other foreign matters shall be removed immediately upon discovery. Elevator door sills and cabin panels shall be wiped and free from obvious issues.

### **Floors**

All floor surfaces shall be swept and mopped daily. The floor should be clear of obvious dirt and debris. All Spots shall be removed.

**Wood** - Including gym floors, the wood floors in common use may be either softwood or hardwood, in a variety of widths, thicknesses, and designs, and they may be either open-grain or closed-grain. Strip flooring is generally nailed to a wooded sub-floor; parquet flooring is generally laid in mastic on top of the sub-floor. Unless the floor is properly sealed, water will raise the grain and roughen the surface. Use of water for cleaning is generally recommended unless used sparingly. ***Avoid strong cleaners.***

### **Windows, Glass Doors, and Door Transoms (exterior and interior 8'ft and below)**

Windows, Door Transoms, and Glass Doors shall be wiped and free from smudges, streaks, fingerprints, taped signage, and other debris. **Handicap push buttons and push bars shall be cleaned three times daily.**

### **Parking Garage/ Area**

Parking Garage trash receptacles shall be emptied daily. Parking areas shall be monitored for overflowing receptacles and loose trash and serviced accordingly. Drains shall be kept clear of obstructions.

### **Plaza deck, Amphitheater, and Outdoor Fountains**

The plaza deck is to be spot-swept and monitored for loose debris daily. The fountains shall be screened, and loose trash removed. Trash receptacles are to be emptied, and loose debris removed from all areas of the plaza deck. Amphitheaters shall be monitored and serviced for trash and loose debris. All receptacles for trash shall be emptied. **Special emphasis shall be given to these areas during warm weather due to increased usage.**

### **Corridor Sanitizer Dispensers**

All corridor sanitizer dispensers shall be serviced and refilled (if needed) with Purell sanitizer. (provided by Janitorial contractor)

### **Lounges/Food Eating Areas**

- a. Clean daily: all floors, counter-tops, basins, equipment, light switches, and doorknobs/ panic bars.
- b. Disinfect floors, counter-tops, and basins daily (after cleaning)
- c. Clean all surfaces that meet food consumption after each meal period or use; keep free of food scraps and debris.
- d. Clean tables and chairs (top and underside) after each meal or use; disinfect after cleaning.
- e. Keep floors clean, free of food scraps, debris, and any signs of bio-contamination; clean at least once daily.
- f. Ensure floor drains are operating properly and odor-free; flush clogged drains with hot water to remove clog.
- g. Trash receptacles are to be tightly covered and emptied at least once daily (or when full); do not allow trash to overflow.
- h. Microwaves are to be cleaned, wiped, and free from food scraps and debris.

### **C.4.2.1.2 Weekly Services to Be Performed in All**

## Buildings

### I. Dusting

All horizontal and vertical light fixtures, as well as furniture surfaces under 7 feet in height, shall be cleaned of obvious dust. This includes all tables in operational areas and those located behind monitors. Generally, dusting with treated dust cloth is required. Additionally, removing cobwebs along the ceiling, baseboards, corners, floor corners, and windows is needed. All other windowsills shall be periodically cleaned to maintain a dust-free appearance. Sofas, chairs, and tables in the reception areas of office suites shall be cleaned and dusted as needed to ensure a dust-free appearance. Fabric-covered sofas and chairs in the reception areas should be vacuumed monthly. Main lobbies and high-traffic public use areas shall be free of all paper, trash, empty bottles, and other discarded materials. Wall-hung and floor-type trash receptacles shall be neat and presentable. There shall be no evidence of wads of gum, spots of tar, or wet areas of any foreign substances. Items such as credenzas, file cabinets, computer terminals, light fixtures, tables, shelves, bookcases, storage lockers, handrails, pictures, clocks, window blinds, ceiling fans, upper and lower vents, fire extinguishers boxes, etc.

### II. Carpet Spot Cleaning and Office Vacuuming

All carpets shall be clean and free of dirt, debris, and obvious spots and stains. Carpet spotting should be accomplished as needed. Vacuum all carpets and floors, extending the vacuuming to remove obvious dirt from, around, and under furniture. Moving some furniture to a vacuum or an appropriate attachment to the cleaner may serve this purpose. For this contract, whenever the term ‘carpet’ or ‘carpeting’ is used, it is intended to include wall-to-wall carpeting, as well as room-size rugs and area rugs located in walkways and foyers. Carpet surfaces, including comers, shall be clean and free from dust balls, dirt, and other debris; napping on carpets shall lie in one direction upon completion of the vacuuming task. Main lobbies and high-traffic public areas shall be free from all loose soil, sand, mud, and footprints and always present a neat appearance. Because these are high-usage areas, the Contractor should be aware that it will be necessary to vacuum these areas up to once a day.

These areas should be inspected each day to ensure they are presentable and neat in appearance.

1. All areas accessible to the vacuum cleaner shall be vacuumed. Chairs, trash receptacles, and easily removable items shall be moved to maintain floors underneath.
2. Spot Carpet Cleaning - Excessive buildup or crusted material shall be removed, along with spots, smears, and stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing. Cleaned areas shall blend

with adjacent areas of carpeting. Spots and stains that cannot be removed and appear to be permanent must be brought to CA's attention immediately.

3. All tears, burns, and unraveling shall be brought to the immediate attention of the CA. Every effort shall be made to ensure that furniture and baseboards are not struck by equipment. Any marks on such items shall be immediately removed by the Contractor. The Contractor shall provide adequate clean vacuum bags to minimize dust.

### **III. Elevator Cleaning**

Each elevator should be cleaned weekly and should be taken out of the automatic service mode prior to cleaning and then returned to the automatic service mode when cleaning is completed. At no time should elevator doors be wedged open. All horizontal and vertical surfaces and louvers shall be dusted with a treated dust cloth. Any carpet within the elevators shall be vacuumed and spot-cleaned. Non-carpeted floors shall be damp-mopped, spray-buffed, and door tracks cleaned. Walls shall be spot-cleaned, and metal (stainless steel and brass) shall be polished. All light fixtures shall be damp wiped. Elevator tracks and grooves shall be cleaned with a machine specially designed for removing all grit, sand, and other debris.

### **IV. Spray Buff Floors and Floor Care**

Spray buffing shall be performed on floors in areas such as entrances, lobbies, main corridors, hallways, and vending machine areas. Floors will be damp mopped and serviced with a scrubber/polishing machine to preserve consistent high luster and shine. Floors shall be free of streaks, mop strand marks, and skipped areas. There shall be no build-up in corners or crevices. Walls, baseboards, and other surfaces shall be free of finished residue and marks from the equipment. All floor areas must be evenly coated. Spots and strains shall be eliminated. All areas accessible to floor cleaning equipment shall be swept, mopped, and buffed. Chairs, trash receptacles, and easily movable items shall be moved to maintain floors underneath.

### **V. Clean Stairways and Landings**

All Stairway floor surfaces shall be swept, mopped, and cleaned in accordance with the floor care schedule, as appropriate for floor covering. Grease, grime, gum, scuffs, and other marks shall be removed from stair guards, handrails, and baseboards. The Contractor shall remove all marks, dirt, smudges, scuffs, and other foreign matter from adjoining stairwell walls to provide or maintain a clean, uniform appearance.

#### **C.4.2.1.3 Monthly Task Performed**

##### **Auditorium Stage/ Gymnasium Floor**

Floors shall be scrubbed with non-ammoniated, low suds cleaning solution.



### **Classrooms/Meeting spaces/ Labs**

Floors shall be damp mopped and serviced with a scrubber/polishing machine to preserve the consistent high luster and shine. Floors shall be free of streaks, mop strand marks, and skipped areas. There shall be no build up in corners or crevices. Walls, baseboards, and other surfaces shall be free of finished residue and marks from the equipment. All floor areas must be evenly coated. Spots and strains shall be eliminated. All areas that are accessible to floor cleaning equipment shall be swept, mopped, and buffed. All areas accessible to floor cleaning equipment shall be swept, mopped, and buffed. Chairs, trash receptacles, and easily movable items shall be moved to maintain floors underneath.

### **High Dusting/Cleaning**

High cleaning shall include cleaning horizontal and vertical surfaces above 7' from floor level, including all overhead piping and ceiling areas. All dust, lint, litter, and soil shall be removed from all surfaces. Walls shall be free of dirt, smudges, and markings. Ceilings are to be free of cobwebs and loose dirt.

### **Furniture/Desk Polishing**

All wood surfaces, such as desks, credenza, bookshelves, etc., shall be polished with a wood protector and/or finisher to enhance the luster and shine.

### **Baseboards/ Wall base/ Heaters**

Baseboards/ Wall bases/ Heaters shall be dusted, wiped, and free of dirt, smudges, and markings.

## **C.4.2.1.4      Semi-Annually Task Performed**

### **Floor Care**

Carpet cleaning shall be performed semi-annually as part of periodic deep-cleaning services or as requested for special needs. Services include thorough cleaning of carpeted areas using industry-approved methods and equipment to remove embedded dirt, stains, allergens, and odors, and to preserve the appearance and lifespan of the carpet.

Tile floor cleaning services shall be performed semi-annually to maintain the cleanliness, safety, and appearance of all hard-surface flooring. Services include deep cleaning of ceramic, porcelain, vinyl or other tile surfaces, including grout lines, using appropriate cleaning methods, solutions, and equipment.

### **C4.3 PORTER SERVICE:**

The Contractor will provide five (5) porters during business hours (Monday through Friday, 8:00 a.m. – 5:00 p.m.), excluding recognized holidays. A replacement is required for assigned staff with absences or scheduled time off. Porters will perform specific required services. Porters will provide services for all University facilities and campuses as required by the CA. As Specified, porters may perform the following tasks but not be limited to:

1. Remove and arrange office and classroom furniture, equipment, and appliances, and move heavy equipment and machinery when assigned.
2. Assist in assembly and disassembly of furniture, furnishings, etc.
3. Clean graffiti from the interior and exterior surfaces of buildings. Provide special cleaning before, during, and after special events. Perform other related duties as assigned by the University's Contract Administrator.
4. The Contractor shall provide the University's Contract Administrator with a daily roster of all porters available.
5. Perform warehouse duties, including palletizing materials, loading and unloading trucks, and labeling items and property.
6. Assist maintenance personnel with special projects.
7. Porters shall not perform basic cleaning services daily to compensate for the absence of cleaning personnel.
8. Perform conference-style set-ups for university functions. Arrangement of tables, chairs, podiums, and other items used in group gatherings.
9. Porters shall power wash the plaza area, garage, walkways, and loading- dock area on a needed basis and assigned by the CA.

#### **C.4.3.1 PORTER PERSONNEL REQUIREMENTS:**

1. All porters must obtain UDC campus ID.
2. Successfully passed background screen and drug test.
3. Able to lift 50lbs (with proper lifting techniques).

4. Always demonstrate UDC acceptable customer service skills at UDC Facilities.
5. Provide and use safety equipment (eyewear, gloves, back-brace, earplugs, kneepads, etc.).
6. Porters shall not perform porter services without receiving the proper work order request form or authorization from the CA.

#### **C.4.4 GREEN CLEAN PROGRAM (GCP)**

##### **C.4.4.1 Green Cleaning Initiative**

There are two primary benefits to "green" cleaning methods. First, selecting products that do not contain environmental contaminants reduces the ecological impact of cleaning products that end up down the drain, and therefore, merging with the local water systems. Second, cleaning practices that take environmental principles into account improve indoor air quality for building occupants, faculty, and staff. The result is a decrease in building-related illness, greater productivity, and reduced liability for the University. Green cleaning (housekeeping) is shown to reduce suspended particles, volatile organic compounds, as well as bacteria and fungi. The GCP also includes operational standards to ensure effective equipment performance and some energy conservation. Training, involvement, and close collaboration with student constituent groups, faculty, staff, and the community are also key components of the program's promoting environmental principles beyond the college borders.

This plan serves two primary functions. This plan requires the vendor to inform and educate the custodial operations staff on how to achieve "green cleaning/housekeeping" requirements. The implemented plans serve as the US Green Building Council (USGBC) LEED submittal to demonstrate that the intent for "green cleaning & housekeeping" IEQ requirements of LEED have been met.

The University has stated the intent for a "green cleaning/housekeeping" innovation credit as "Reduce exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological, and particulate contaminants that adversely impact air quality, occupant well-being, and the environment. " The Custodial Operations department must demonstrate that a "comprehensive green cleaning/housekeeping program is in place with clear performance goals" to receive this innovation credit. To show that these requirements are met, the USGBC requests and this plan provides the following:

#### **1. Reducing chemical use**

The goal is to minimize occupant and worker exposure to aggravating or harmful chemicals released into the indoor environment during cleaning processes. Particular attention is given to floor maintenance procedures that minimize or eliminate chemical use.

- a. Apply durable floor finishes; deep scrub with floor cleaner and re-coat finish as necessary (avoid the use of floor strippers);
- b. Scrub floors regularly to remove dirt and embedded marks in floor finishes (to reduce the need for stripping); perform floor scrubbing when students and other occupants are not

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present in the immediate area; and

- c. Ensure cleaning schedule meets actual needs to avoid redundant cleaning.
- d. Use microfiber mops and cloths that do not require application of chemicals

## **2. Staff Training**

Training will be provided to all cleaning staff for all methods and products described within this plan. A Safety Manual will be available on-site and accessible to all staff members. The Safety Manual shall include contact information to direct product questions, emergency contact for hazardous events (such as a spill), MSDS for all products, and step-by-step instructions for proper use of each product (including use, dilution, and disposal). If the cleaning staff is non-English speaking, then the Training and Safety Manual will have a multi-lingual format. Training for proper use of specific products will be provided through the product manufacturer or distributor if offered. Training will include, at a minimum:

- a. General orientation
- b. Review of this plan, including intent, procedures, and products; incorporated.  
into semi-annual staff training
- c. On-site supervised training
- d. General cleaning practices and techniques
- e. Use and care of housekeeping equipment and supplies
- f. Housekeeping chemicals
- g. Review of Safety Manual and where it is located for reference.
- h. Review of universal warning symbols pertaining to hazardous substances and waste.
- i. Instruction on how to read a material safety data sheet (MSDS)

Checklists will be provided and posted on-site for cleaning staff that describe procedural requirements in accordance with this plan.

## **3. Requirements & Product Recommendations**

### **Cleaning Practice Requirements**

The university objectives for maintaining the interior space of facilities are to maximize the amount of pollutants extracted, minimize worker/occupant exposure to harmful contaminants and cleaning residues, minimize the amount of chemicals, particles, and moisture accumulated and/or released into the air by the cleaning process, and dispose of cleaning waste in an environmentally responsible manner.

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To ensure that these objectives are accomplished, the Contractor assigns:

- a. Most cleaning duties and responsibilities in evening when there is a decrease in population, except in daytime emergency situations. The primary cleaning is assigned to 2:00 p.m. to 10:00pm (2nd shift).
- b. All cleaning procedures meet "green" or. eco-friendly" standards.
- c. All chemicals are green seal certified (recommended).
- d. The custodians have individual cleaning assignments, which allow them to be familiar with the physical and environmental needs of the facility. This maximizes the quality, quantity, and consistency of green building practices.

### **4.Product Dilution**

- a. Dilute all concentrated cleaning chemicals per manufacturer recommendations.
- b. Use the lowest concentration possible for each application.

### **5. Reducing Dust and Dirt**

The Contractor shall effectively dust, dust mop, and vacuum thoroughly to capture dust particles and prevent them from circulating into the air, moving to other surfaces, or being drawn into ventilation equipment.

- a. Provide "walk off" mats at each outside door; vacuum and spot clean "walk off" entryway mats daily and use carpet extractor with wand attachment weekly - proper and frequent entryway cleaning reduces outdoor contaminants from being spread throughout the building, which extends the longevity of the flooring systems and reduces the need for floor maintenance tasks (such as stripping and applying additional coats of floor finish).
- b. Replace mats when there is visible surface wear.
- c. Vacuum or damp-mop instead of sweeping.
- d. Use vacuum cleaners that meet the standards for CRI Green Label.
- e. Change vacuum bags when they are 3/4 full check bags prior to each use.
- f. Use a damp cloth or microfiber cloth to remove dust.
- g. Use burnish or high-speed buffing machines that are equipped with vacuum attachments and dust prevention skirts.

### **6. Reducing microbial growth**

- a. Wet-cleaning equipment for carpets should have high-quality extractors that leave carpeting dry to prevent microbial growth.

- b. Apply disinfectants where/when required; allow 3-5 minutes for disinfectant to take effect prior to cleaning.
- c. Use all-purpose cleansers instead of bleach to remove microbes.
- d. Change microfiber mops and cloths on a regular basis; at a minimum, replace mop heads and clothes daily, wash and rinse thoroughly after each use, or when they smell or show visible dirt, even when rinsed thoroughly.
- e. Ensure that mops can dry completely between uses; mops should be hung in the janitorial closet on hooks provided, not stored in buckets or slop sink.
- f. Clean areas where water collects or condenses.

#### **C.4.5 ADMINISTRATION**

##### **C.4.5.1 CONTRACTOR QUALITY CONTROL PLAN (OCP)**

The Contractor shall develop and maintain a quality control plan to ensure janitorial services are performed in accordance with university requirements and commonly accepted commercial practices. The Contractor shall develop, implement, and submit procedures to identify, prevent, and ensure non-occurrences of defective services. The Contractor shall build quality assurance control procedures addressing all areas.

An inspection plan tailored to the specific cleaning tasks required shall be developed. The inspection plan will detail how services at the work site will be inspected to ensure that the outcome of the work meets all the quality standards of the Performance Task Schedule.

The Contractor shall develop a monitoring plan to identify any deficiencies in work output related to the performance standards outlined in this contract, as well as methods for informing employees of any shortcomings in their respective areas of responsibility. The plan will also include a process to ensure that deficiencies are corrected and do not recur.

The Contractor shall maintain a file of all inspections conducted and any corrective actions taken.

The QCP must always be kept up to date. The system must reflect all contract modifications, changes to building(s), and physical updates to reflect those changes. A copy of the revised QCP shall be provided to CA within 10 business days of changes.

The Contractor shall review the QCP with CA and the Contractor's employees once annually so that said parties have an agreement and understanding of what performance is expected under the conditions of this contract.

The Contractor shall provide the CA and Contracting Officer (CO) with a copy of the most current QCP and updates.

Writing and monitoring the QCP is the responsibility of the Contractor. The university will review and approve the plan and related documents. The university's interest in the plan is to

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ensure that the outcome and results of work performed meet all requirements of performance within contract terms. Plans that are not approved will be returned to the Contractor for re-submission. Revised QCP plans shall be re-submitted within 10 business days for approval. If the Contractor cannot submit an acceptable QCP, they will be in default and will be submitted to the Contracting Officer for compliance review.

### C.4.5.2 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

This Quality Assurance Surveillance Plan (QASP) was developed to evaluate Contractor actions while implementing the Performance Work Statement (PWS). It is designed to provide an effective surveillance method to monitor Contractor performance and services.

The Contractor, not University, is responsible for the management and quality control actions to meet the requirements and terms of the contract. The role of the University is quality assurance to ensure contract requirements and guidelines are achieved. The Contractor's *Quality Control Plan* is the driver for product quality and performance. The Contractor is required to develop a comprehensive program of inspections and monitoring actions. The Contractor must gain initial approval of the QCP within the 1st 30 days of the contract start date. The University will identify standards and performance measures during that time. The Contractor's QCP must include all elements of the Performance Work Statement. The CA will inspect services using a checklist containing all elements of performance that are met in accordance with the QCP.

#### **Acceptance:**

The University will periodically evaluate the Contractor's performance by appointing a Contracting Administrator (CA) to monitor performance to ensure services are received. The University representative will evaluate the Contractor's performance through inspections of the Contractor's work and receipt of complaints. Suppose the University's inspections indicate that work is not performed in accordance with contract specifications. In that case, the CA will immediately notify the Contractor in writing and order rework and improvement in the quality of work. All workmanship must meet university standards to be accepted. Work not accepted by the University is not eligible for payment.

#### **Inspections:**

The University will conduct random and scheduled inspections for the quality of workmanship and cleanliness of facilities. Inspections are not required to be predetermined and/or attended by the Contractor. The requirement is to maintain "Cleaning Level 2 or higher" in rated categories using a rating system.

The Contractor shall sign off and include a daily checklist verifying all services that have been completed for that day and recorded in QCP plan files. The Contractor **shall not** submit invoices until the University has accepted the work. The Contractor shall submit the invoices/reports itemizing services performed to the CA monthly in ARREARS. The University will inspect all areas to ensure the quality of services

provided prior to certification of payment.

### **C.4.5.3 Facilities Operations Contractor Performance Rating System**

#### **Appearance Levels for UDC Educational Facilities By**

##### **LEVEL 1-Orderly Spotlessness**

- Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, m\smudges, or fingerprints. Light fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers hold only daily waste, are clean and odor-free.

##### **LEVEL 2- Ordinary Tidiness**

- Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in comers or along walls, but there can be up to two days' worth of dust, dirt, stains, or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable upon close observation. Light fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers hold only daily waste are clean and odor-free.

##### **LEVEL 3- Casual Inattention**

- Floors are swept or vacuumed clean, but upon close observation, there can be stains. A buildup of dirt and/or floor finish in corners and along walls can be seen.
- There are dull spots and/or matted carpets in walking lanes. There are streaks or splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints. Lamp fixtures are clean.
- Trash containers hold only daily waste, are clean and odor-free.



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### **LEVEL 4- Moderate Dinginess**

- Floors are swept or vacuumed cleans, but are dull, dingy, and stained. There is a noticeable buildup of dirt and /or floor finish in corners and along walls.
- There is a dull path and/or obviously matted carpet in the walking lanes. Base molding is dull and dingy with streaks or splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, and marks.

The lamp fixtures are dirty.

- Trash containers have old trash present. They are stained and marked. Trash containers smell sour.

### **LEVEL 5- Unkempt Neglect**

- Floors and carpets are dull, dirty, dingy, scuffed, and/or matted. There is a conspicuous buildup of old dirt and/or floor finish in corners and along walls. Base molding is dirty, stained, and streaked.

Gum, stains, dirt, dust balls, and trash are broadcast.

- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprints, all of which will be difficult to remove. Lack of attention is obvious.
- Light fixtures are dirty with dust balls and flies.
- Trash containers overflow. They are stained and marked. Trash containers smell sour.

**NOTE: Cleaning Level 2 is a reasonable standard.**

### **Customer Complaints**

The CA will document and validate all submitted complaints, referencing the PWS. The Contractor will be allowed to respond to a complaint to CO/CA. All validated complaints must be re-performed (if necessary) immediately. The Contractor will have three business days to correct validated complaints with CA approval before becoming default" and subject to compliance review by the Contracting Officer. All validated complaints will be added to the Contractor's QCP files.

### **Key, Personnel**

**The following personnel are considered key personnel by the University:**

#### **Supervisor /Onsite Lead**

The contractor shall provide a Supervisor /onsite lead who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor when the manager is absent shall be designated in writing to the Contracting Officer and CA. The supervisor/onsite lead or alternate shall have full authority to act on behalf of the contractor in all contract matters related to the daily operation of this contract. The Supervisor/Onsite Lead or alternate shall be available on site (1<sup>st</sup> and 2<sup>nd</sup> shifts) between 8:00 a.m. and 10:00 p.m., Monday through Friday, except on Federal holidays or when university facilities are closed for administrative reasons. The Supervisor/Onsite Lead must be available via phone after regular business hours, on weekends, and on holidays for emergencies. Supervisor/Onsite Lead must have a LEED

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certification.

**Supervisor/Onsite Lead Description:**

Responsible for the overall management of the projects, tasks, QCP reporting, and employees. Responsible to customers for the coordination and execution of assigned performance tasks. Jointly assesses project/task status with University CA. Advises the University on matters of project performance and administration. Provides full-service management duties and oversees assigned employees. Performs and coordinates daily and long-range task requirements with University. Ensures that contract requirements and deliverables in the quality assurance plan are addressed and reported.

**Objectives for the Supervisor/Onsite Lead:**

Include, but are not limited to serve as the project manager/onsite lead for personnel, serve as liaison between Contractor personnel and the Contract Administrator (CA), holds overall responsibility of administrative matters including direct Contractor personnel, assign work to specific personnel, deliverable schedule, complaint responses, and review work products to ensure contract requirements are met.

***Note:** Key personnel will be screened and approved by the University before the start date. Any changes in **Key Personnel** after the contract is awarded will be reviewed and approved by University. The contractor must replace all key personnel within 15 calendar days of the position vacancy. Alternates must meet qualifications.*

**C.4.6 Reimbursables**

**Additional Porter and Janitorial Services – Special Events**

Additional porter and janitorial services required beyond standard business hours, including evenings and weekends, shall be provided upon request. These services may include, but are not limited to, support for special events, extended facility use, or increased occupancy demands.

Porter services requested in excess of the five (5) porters outlined in the base contract shall be considered supplemental and billed as reimbursables. Janitorial support for special events, including pre-event preparation, on-site service during the event, and post-event cleaning, will also be provided on a cost-reimbursable basis, subject to prior authorization from the CA.

**SECTION D: PACKAGING AND MARKING**

- D.1** The packaging and marking requirements for this contract shall be governed by clause number (2), Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated July 2010. (Attachment J. 1)

## **SECTION E: INSPECTION AND ACCEPTANCE**

E.1 The inspection and acceptance requirements for this contract shall be governed by [clause number six (6), Inspection of Services] of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated July 2010. (Attachment J.1)

## **SECTION F: PERIOD OF PERFORMANCE AND DELIVERABLES**

### **F.1 TERM OF CONTRACT**

The term of the contract shall be for one year from the date specified in the Notice to Proceed with the University's option to extend for four (4) one-year period or a fraction thereof.

### **F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT**

**F.2.1** The University may extend the term of this contract to a maximum of four (4), one- year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the University will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the University to an extension. The Contractor may waive the thirty (30) day preliminary notice requirement by accepting the extension letter issued by the CO.

**F.2.2** If the University exercises this option, the extended contract shall be considered to include this option provision.

**F.2.3** The price for the option period shall be as specified in B.4 of the contract.

**F.2.4** Exercising the option will be at the sole discretion of the University.

### **F.3 LENGTH OF CONTRACT**

The total duration of this contract, including the exercise of any options under F.2 shall not exceed five (5) years.

### **F.4 PROGRESS Reports**

The Contractor is obligated to develop and submit to the CA all required reports including progress reports, special reports, weekly and monthly reports as required by the contract. The Contractor shall keep accurate and detailed written/computerized records of the work performance during all stages. The Contractor shall maintain frequent contacts by telephone, site visits, meetings with all parties involved in the contract and submit a weekly written progress reports to the CA including but not limited to:

- 1) information concerning the work of the contractor and sub-contractors;
- 2) percentage of completion;
- 3) number and amounts of modifications and claims;
- 4) analyses of the schedules, and other analyses necessary to compare actual performance with planned performance.

## **F.5 TYPE OF CONTRACT**

**F.5.1** This is a fixed price performance-based contract.

## **F.6 DELIVERABLES**

The Contractor shall perform the activities required to successfully complete the University's requirements and submit each deliverable to the Contract Administrator (CA) identified in section G.9 in accordance with the following:

**F.6.1** The Contractor shall submit to the University, as a deliverable, the report described in section H.5 of this contract that is required by the 51% District Residents New Hires Requirement and First Source Employment Agreement for each TO that is \$ 100,000.00 and over. If the Contractor does not submit the report as part of the deliverables, final payment to the Contractor may not be paid. (Refer to H.5).

**F.6.2** The Contractor shall submit all reports in writings according to the University required and approved schedules:

**F.6.3** The Contractor shall submit a subcontracting plan (See §H.9.2 and Attachment J.9) with its proposal for the CO's approval.

**F.7** The Contractor shall submit to the University, as a deliverable, the report described in section H.5.5 which is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, the University shall not make final payment to the Contractor pursuant to section G.3.2.

## **SECTION G: CONTRACT ADMINISTRATION**

### **G.1 INVOICE PAYMENT**

G.1.1 The University will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.

G.1.2 The University will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

### **G.2 INVOICE SUBMITTAL**

G.2. 1 The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section G.4. Invoices shall be prepared in duplicate and submitted to the agency Chief Financial Officer with concurrent copies to the Contract Administrator (CA) specified in Section G.9. The address of the Chief Financial Officer (CFO) is:

University of the District of Columbia Office of the Controller/  
Agency CFO Accounts Payable Division  
4200 Connecticut Avenue NW  
Bldg. 39, Suite 200B  
Washington, D.C. 20008

G.2.2 To constitute a proper invoice, the Contractor shall submit the following information on the invoice:

G.2.2.1 Contractor's name, federal tax ID and invoice date (date invoices as of the date of mailing or transmittal);

G.2.2.2 Contract number and invoice number;

G.2.2.3 Description, price, quantity and the date(s) that the supplies or services were delivered or performed;

G.2.2.4 Other supporting documentation or information, as may be required by the Chief Contracting Officer, includes but is not limited to certified payroll data.

G.2.2.5 Name, title, telephone number and complete mailing address of the official responsible to whom payment is to be sent;

G.2.2.6 Name, title, phone number of people preparing the invoice.

G.2.2.7 Name, title, phone number and mailing address of person (if different from the person identified in G.2.2.6 above) to be notified in the event of a defective invoice;

G.2.2.8 Authorized signature.

### **G.3 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT**

G.3.1 For contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment shall be accompanied by the report or a waiver of compliance discussed in section H.5.5.

G.3.2 The University shall not make final payment to the Contractor until the agency CFO has received the Chief Contracting Officer's final determination or approval of waiver of the Contractor's compliance with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements.

### **G.4 PAYMENT**

Unless otherwise specified in this contract, payment will be made on partial deliveries of good and services accepted by the University if:

G.4.1 The amount due on the deliveries warrants it; or

G.4.2 The contractor requests it and the amount due on the deliveries is in accordance with the following:

- G.4.2.1 Payment will be made on completion work and University acceptance of each invoice for which the price is consistent with the price Schedules approved by the University with the contractor's proposal and consistent with that included in the Notice to Proceed and any amendment thereto.
- G.4.2.2 Payment will be made upon presentation of a properly executed invoice.
- G.4.2.3 The University may request, and the Contractor shall provide documentation to support all cost associated with its invoice, without which the invoice is not proper.

### **G.5 ASSIGNMENT OF CONTRACT PAYMENTS**

G.5.1 In accordance with 8B DCMR 3059, the Contractor may assign to a bank, trust company, or other financing institution funds due or to become due as a result of the performance of this contract.



G.5.2 Any assignment shall cover all unpaid amounts payable under this contract and shall not be made to more than one party.

G.5.3 Notwithstanding an assignment of contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice shall refer to the assignment and shall show that payment of the invoice is to be made directly to the assignee as follows:

"Pursuant to the instrument of assignment dated \_\_\_\_\_, make payment of this invoice to (name and address of assignee)."

## **G.6 THE QUICK PAYMENT CLAUSE**

### **G.6.1 Interest Penalties to Contractors**

G.6.1. 1 The University will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 et seq., for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3rd day after the required payment date for meat or a meat product;
- b) the 5th day after the required payment date for an agricultural commodity; or
- c) the 15th day after the required payment date for any other item.

G.6.1.2 any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

### **G.6.2 Payments to Subcontractors**

G.6.2. 1 The Contractor shall take one of the following actions within seven (7) days of receipt of any amount paid to the Contractor by the University for work performed by any subcontractor under this contract:

- a) Pay the subcontractor for the proportionate share of the total payment received from the University that is attributable to the subcontractor for work performed under the contract; or
- b) Notify the University and the subcontractor, in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

G.6.2.2 The Contractor shall pay any subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is

due and ending on the date on which the payment is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3rd day after the required payment date for meat or a meat product
- b) the 5th day after the required payment date for an agricultural commodity or
- c) the 15th day after the required payment date for any other item.

G.6.2.3 Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

G.6.2.4 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the University is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

#### G.6.3 Subcontract requirements

G.6.3.1 The Contractor shall include in each subcontract under this contract a provision requiring the subcontractor to include in its contract with any lower-tier subcontractor or supplier the payment and interest clauses required under paragraphs (1) and (2) of D.C. Official Code §2-221.02(d).

### **G.7 CHIEF CONTRACTING OFFICER (CO)**

Contracts will be entered into and signed on behalf of the University only by Chief Contracting Officers. The contact information for the Chief Contracting Officer is:

Mary Ann Harris, Chief Contracting Officer  
Office of Contracting and Procurement  
Address: 4200 Connecticut Avenue NW  
Building 39, Suite 200C  
Washington DC 20008  
mharris@udc.edu

### **G.8 AUTHORIZED CHANGES BY THE CHIEF CONTRACTING OFFICER**

G.8.1 The CO is the only person authorized to approve changes in any of the requirements of this contract.

G.8.2 The Contractor shall not comply with any order, directive or request that changes or

modifies the requirements of this contract, unless issued in writing and signed by the CO.

G.8.3 In the event the Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

## **G.9 CONTRACT ADMINISTRATOR (CA)**

G.9.1 The CA is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. The CA has the responsibility of ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:

G.9.1.1 Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract;

G.9.1.2 Coordinating site entry for Contractor personnel, if applicable;

G.9.1.3 Reviewing invoices for completed work and recommending approval by the CO if the Contractor's prices and costs are consistent with the contractual amounts and progress is satisfactory and commensurate with the rate of expenditure;

G.9.1.4 Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the University's payment provisions; and

G.9.1.5 Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers. The contact information for the CA is:

Andy Belachew, Project Manager  
Operations and Facilities Maintenance  
4200 Connecticut Avenue NW Washington, DC 20008  
Email: [abelachew@udc.edu](mailto:abelachew@udc.edu)

G.9.2 The CA shall NOT have the authority to:

1. Award, agree to, or sign any contract, delivery order or change to the contract terms and conditions. Only the CO shall make contractual agreements, commitments or modifications;
2. Grant deviations from or waive any of the terms and conditions of the contract;
3. Increase the dollar limit of the contract or authorize work beyond the dollar limit of the

Janitorial Services

contract,

4. Authorize the expenditure of funds by the Contractor;

5. Change the period of performance; or

6. Authorize the use of University property, except as specified under the contract.

G.9.3 The Contractor will be fully responsible for any changes not authorized in advance, in writing, by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the University, to take all corrective action necessitated by reason of the unauthorized changes.

## **SECTION H: SPECIAL CONTRACT REQUIREMENTS**

### **H.1 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES**

H.1.1 For all new employment resulting from this contract or subcontracts hereto, as defined in Mayor's Order 83-265 and implementing instructions, the Contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force:

H.1.1.1 At least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.

H.1.2 The Contractor shall negotiate an Employment Agreement with the Department of Employment Services ("DOES") for jobs created as a result of this contract. The DOES shall be the Contractor's first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause.

### **H.2 DEPARTMENT OF LABOR WAGE DETERMINATIONS**

The Contractor shall be bound by the Wage Determination No. 2015-4281 Revision No. 33, dated 04/23/20205, issued by the U.S. Department of Labor in accordance with the Service Contract Act, 41 U.S.C. §351 et seq., and incorporated herein as Section J.2. The Contractor shall be bound by the wage rates for the term of the contract subject to revision as stated herein and in accordance with Section 24 of the SCP. If an option is exercised, the Contractor shall be bound by the applicable wage rates at the time of the exercise of the option. If the option is exercised and the CO obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

### **H.3 PUBLICITY**

The Contractor shall at all times obtain the prior written approval from the CO before the Contractor, any of its officers, agents, employees or subcontractors, either during or after expiration or termination of the contract, make any statement, or issue any material, for publication through any medium of communication, bearing on the work performed or data collected under this contract.

### **H.4 FREEDOM OF INFORMATION ACT**

The District of Columbia Freedom of Information Act, at D.C. Official Code §2-532 (a-3), requires the District to make available for inspection and copying any record produced or collected pursuant to a District contract with a private contractor to perform a public function, to the same extent as if the record were maintained by the agency on whose

behalf the contract is made. If the Contractor receives a request for such information, the Contractor shall immediately send the request to the CA who will provide the request

to the FOIA Officer for the agency with programmatic responsibility in accordance with the D.C. Freedom of Information Act. If the agency with programmatic responsibility receives a request for a record maintained by the Contractor pursuant to the contract, the CA will forward a copy to

the Contractor. In either event, the Contractor is required by Jaw to provide all responsive records to the CA within the timeframe designated by the CA. The FOIA Officer for the agency with programmatic responsibility will determine the releasability of the records. The University will reimburse the Contractor for the costs of searching and copying the records in accordance with D.C. Official Code §2-532 and Chapter 4 of Title 1 of the D.C. Municipal Regulations.

## **H.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCEEMPLOYMENTAGREEMENT**

H.5.1 The Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code §2-219.01 et seq. ("First Source Act").

H.5.2 The Contractor shall enter into and maintain, during the term of the contract, a First Source Employment Agreement, (Section J.4) in which the Contractor shall agree that:

(1) The first source for finding employees to fill all jobs created in order to perform this contract shall be the DOES; and

(2) The first source for finding employees to fill any vacancy occurring in all jobs covered by the First Source Employment Agreement shall be the First Source Register.

H.5.3 The Contractor shall submit to DOES, no later than the 10th of each month following execution of the contract, a First Source Agreement Contract Compliance Report ("contract compliance report") to verify its compliance with the First Source Agreement for the preceding month. The contract compliance report for the contract shall include the:

- (1) Number of employees needed.
- (2) Number of current employees transferred;
- (3) Number of new job openings created;
- (4) Number of job openings listed with DOES;
- (5) Total number of all District residents hired for the reporting period and the cumulative total number of District residents hired; and
- (6) Total number of all employees hired for the reporting period and the

cumulative total number of employees hired, including:

- (a) Name;
- (b) Social security number;
- (c) Job title;
- (d) Hire date;
  
- (e) Residence; and
- (f) Referral source for all new hires.

H.5.4 If the contract amount is equal to or greater than \$100,000, the Contractor agrees that 51% of the new employees hired for the contract shall be District residents.

H.5.5 With the submission of the Contractor's final request for payment from the University, the Contractor shall:

- (1) Document in a report to the CO the Contractor's compliance with section H.5.4 of this clause; or
- (2) Submit a request to the CO for a waiver of compliance with section H.5.4 and include the following documentation:
  - (a) Material supporting a good faith effort to comply;
  - (b) Referrals provided by DOES and other referral sources;
  - (c) Advertisement of job openings listed with DOES and other referral sources; and
  - (d) Any documentation supporting the waiver request pursuant to section H.5.6.

H.5.6 The CO may waive the provisions of section H.5.4 if the CO finds that:

- (1) A good faith effort to comply is demonstrated by the Contractor;
- (2) The Contractor is located outside the Washington Standard Metropolitan Statistical Area and none of the contract work is performed inside the Washington Standard Metropolitan Statistical Area which includes the District of Columbia; the Virginia Cities of Alexandria, Falls Church, Manassas, Manassas Park, Fairfax, and Fredericksburg, the Virginia Counties of Fairfax, Arlington, Prince William, Loudoun, Stafford, Clarke, Warren, Fauquier, Culpeper, Spotsylvania, and King George; the Maryland Counties of Montgomery, Prince Georges, Charles, Frederick, and Calvert; and the West Virginia Counties of Berkeley and Jefferson.
- (3) The Contractor enters into a special workforce development training or placement arrangement with DOES; or
- (4) DOES certifies that there are insufficient numbers of District residents in the labor market possessing the skills required by the positions created as a result of the contract.

H.5.7 Upon receipt of the Contractor's final payment request and related documentation pursuant to sections H.5.5 and H.5.6, the CO shall determine whether the Contractor is in compliance with section H.5.4 or whether a waiver of compliance pursuant to section H.5.6 is justified. If the CO determines that the Contractor is in compliance, or that a waiver of compliance is justified, the CO shall, within two business days of making the determination forward a copy of the determination to the agency Chief Financial Officer and the CA.

H.5.8 Willful breach of the First Source Employment Agreement, or failure to submit the report pursuant to section H.5.5, or deliberate submission of falsified data, may be enforced by the CO through imposition of penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract. The Contractor shall make payment to DOES. The Contractor may appeal to the D.C. Contract Appeals Board as provided in this contract any decision of the CO pursuant to this section H.5.8.

H.5.9 The provisions of sections H.5.4 through H.5.8 do not apply to nonprofit organizations.

#### **H.6 SECTION 504 OF THE REHABILITATION ACT OF 1973, as amended.**

During the performance of the contract, the Contractor and any of its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against disabled people in federally funded programs and activities. See 29 U.S.C. § 794 et seq.

#### **H.7 AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)**

During the performance of this contract, the Contractor and any 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. § 12101 et seq.

#### **H.8 WAY TO WORK AMENDMENT ACT OF 2006**

H.8.1 Except as described in H.8.8 below, the Contractor shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. Law 16-118, D.C. Official Code §2-220.01 et seq.) ("Living Wage Act of 2006"), for contracts for services in the amount of \$100,000 or more in a 12-month period.

H.8.2 The Contractor shall pay its employees and subcontractors who perform services under the contract no less than the current living wage published on the OCP website at [www.ocp.dc.gov](http://www.ocp.dc.gov).

H.8.3 The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to pay its employees who perform services under the contract no less than the current living wage rate.



H.8.4 The DOES may adjust the living wage annually and the OCP will publish the current living wage rate on its website at [www.ocp.dc.gov](http://www.ocp.dc.gov).

H.8.5 The Contractor shall provide a copy of the Fact Sheet attached as J.6 to each employee and subcontractor who performs services under the contract. The Contractor shall also post the Notice attached as J.5 in a conspicuous place in its place of business. The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to post the Notice in a conspicuous place in its place of business.

H.8.6 The Contractor shall maintain its payroll records under the contract in the regular course of business for a period of at least three (3) years from the payroll date and shall include this requirement in its subcontracts for \$15,000 or more under the contract.

H.8.7 The payment of wages required under the Living Wage Act of 2006 shall be consistent with and subject to the provisions of D.C. Official Code §32-1301 et seq.

H.8.8 The requirements of the Living Wage Act of 2006 do not apply to:

- (1) Contracts or other agreements that are subject to higher wage level determinations required by federal law.
- (2) Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage.
- (3) Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
- (4) Contracts for services needed immediately to prevent or respond to a disaster or imminent threat to public health or safety declared by the Mayor;
- (5) Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services, provided that the trainees do not replace employees subject to the Living Wage Act of 2006.
- (6) An employee under 22 years of age employed during a school vacation period, or enrolled as a full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act of 2006;
- (7) Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail

establishment did not receive direct government assistance from the District.

(8) Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3);

(9) Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C.

Official Code § 44- 501); and

(I 0) Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

H.8.9 The Mayor may exempt a contractor from the requirements of the Living Wage Act of 2006, subject to the approval of Council, in accordance with the provisions of Section 109 of the Living Wage Act of 2006.

## **H.9 SUBCONTRACTING REQUIREMENTS**

### **H.9.1 Mandatory Subcontracting Requirements**

H.9.1. 1 Unless the Director of the Department of Small and Local Business Development (DSLBD) has approved a waiver in writing, all contracts in excess of \$250,000, at least 35% of the dollar volume shall be subcontracted to certified small business enterprises (SBE's).

H.9.1.2 If there are insufficient qualified small business enterprises to completely fulfill the requirement of paragraph H.9.1.1, then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any certified business enterprises; provided, however, that all reasonable efforts shall be made to ensure that qualified small business enterprises are significant participants in the overall subcontracting work.

H.9.1.3 A prime contractor which is certified as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of sections H.9.1.1 and H.9.1.2.

H.9.1.4 Except as provided herein, a prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBE's. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code Section 2-218.63.

H.9.1.5 A prime contractor that is a certified joint venture and has been granted a bid preference pursuant to D.C. Official Code Section 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBE's. A certified joint venture prime contractor that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code Section 2-218.63.

H.9.1.6 Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.

H.9.1.7 A prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code Section 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the on-site work with its own organization and resources if the contract is \$1 million or less.

#### H.9.2 Subcontracting Plan

If the prime contractor is required by law to subcontract under this contract, it shall subcontract at least 35% of the dollar volume of this contract in accordance with the provisions of section

H.9.1. The plan shall be submitted as part of the bid and may only be amended with the prior written approval of the CO and Director of DSLBD. Any reduction in the dollar volume of the subcontracted portion resulting from an amendment of the plan shall inure to the benefit of the University.

Each subcontracting plan shall include the following:

- (1) The name and address of each subcontractor;
- (2) A current certification number of the small or certified business enterprise.
- (3) The scope of work to be performed by each subcontractor; and
- (4) The price that the prime contractor will pay each subcontractor.

#### H.9.3 Copies of Subcontracts

Within twenty-one (21) days of the date of award, the Contractor shall provide fully executed copies of all subcontracts identified in the subcontracting plan to the CO, CA, District of Columbia Auditor and the Director of DSLBD.

#### H.9.4 Subcontracting Plan Compliance Reporting

(I) If the Contractor has a subcontracting plan required by law for this contract, the

Contractor shall submit a quarterly report to the CO, CA, District of Columbia Auditor and the Director of DSLBD. The quarterly report shall include the following information for each subcontract identified in the subcontracting plan:

- (A) The price that the prime contractor will pay each subcontractor under the contract;
  - (B) A description of the goods procured, or the services subcontracted for .
  - (C) The amount paid by the prime contractor under the subcontract; and
  - (D) A copy of the fully executed subcontract, it was not provided with an earlier quarterly report.
- (2) If the fully executed subcontract is not provided with the quarterly report, the prime contractor will not receive credit toward its subcontracting requirements for that subcontract.

#### H.9.5 Annual Meetings

Upon at least 30-days written notice provided by DSLBD, the Contractor shall meet annually with the CO, CA, District of Columbia Auditor and the Director of DSLBD to provide an update on its subcontracting plan.

#### H.9.6 Notices

The Contractor shall provide written notice to the DSLBD and the District of Columbia Auditor upon commencement of the contract and when the contract is completed.

#### H.9.7 Enforcement and Penalties for Breach of Subcontracting Plan

- (1) A Contractor shall be deemed to have breached a subcontracting plan required by law, if the contractor (i) fails to submit subcontracting monitoring or compliance reports or other required subcontracting information in a reasonably timely manner; (ii) submits a monitoring or compliance report or other required information containing a materially false statement; or (iii) fails to meet its subcontracting requirements,
- (2) A Contractor that is found to have breached its subcontracting plan for utilization of CBEs in the performance of a contract shall be subject to the imposition of penalties, including monetary fine in accordance with D.C. Official Code Section 218.63.
- (3) If the CO determines the Contractor's failure to be a material breach of the contract, the CO shall have a cause to terminate the contract under the default provisions in clause 8 of the SCP, Default.

H.9.8 Proposal responding to this RFP shall be deemed nonresponsive and shall be rejected if the bidder is required to subcontract but fails to submit a subcontracting plan with its bid. Once the plan is approved by the CO, changes to the plan will only occur with the prior written approval of the CO and the Director of DSLBD. Each subcontracting plan shall include the following:

H.9.8.1A description of the goods and services to be provided by SBEs or, if insufficient qualified SBEs are available, by any certified business enterprises.

H.9.8.2A statement of the dollar value of the proposal that pertains to the subcontracts to be performed by the SBEs or, if insufficient qualified SBEs is available, by any certified business enterprises;

H.9.8.3 The names and addresses of all proposed subcontractors who are SBEs or, if insufficient SBEs are available, who are certified business enterprises;

H.9.8.4 The name of the individual employed by the prime contractor who will administer the subcontracting plan, and a description of the duties of the individual;

H.9.8.5 A description of the efforts the prime contractor will make to ensure that SBEs, or, if insufficient SBEs are available, that certified business enterprises will have an equitable opportunity to compete for subcontracts;

H.9.8.6 In all subcontracts that offer further subcontracting opportunities, assurances that the prime contractor will include a statement, approved by the Chief Contracting Officer, that the subcontractor will adopt a subcontracting plan like the subcontracting plan required by the contract.

H.9.8.7 Assurances that the prime contractor will cooperate in any studies or surveys that may be required by the Chief Contracting Officer, and submit periodic reports, as requested by the Chief Contracting Officer, to allow the University to determine the extent of compliance by the prime contractor with the subcontracting plan;

H.9.8.8 A list of the type of records the prime contractor will maintain to demonstrate procedures adopted to comply with the requirements set forth in the subcontracting plan, and assurances that the prime contractor will make such records available for review upon the University's request; and

H.9.8.9 A description of the prime contractor's recent effort to locate SBEs or, if insufficient SBEs are available, certified business enterprises, and to award subcontracts to them.

#### H.9.10 Subcontractor Standards

H.9.10.1 A prime contractor shall ensure that subcontractors meet the criteria for responsibility described in D.C. Official Code § 2-353.01.

### H.10 UNIVERSITY RESPONSIBILITIES

The University shall conduct a pre-award survey to facilitate evaluation of the offeror's determination pursuant to the requirements of the Responsibility Standards and Special Responsibility Standards herein. Non-responsible bidders shall be rejected.

### H.11 CONTRACTOR RESPONSIBILITIES

H.11.1 The contractor shall provide support data "evidencing" that meets the General Standards of Responsibility and the Special Standards of Responsibility listed in Sections L.15 and L.16 of this solicitation. Bidder's failure to comply with this requirement shall result in rejection of their bid.

H.11.2 The contractor shall give their subcontractors at every tier a copy of their payment bond upon request.

### H.12 CRIMINAL BACKGROUND CHECKS

The Contractor shall obtain criminal history records to investigate persons applying for employment, in a compensated or an unsupervised volunteer position, as well as its current employees and unsupervised volunteers. The Contractor shall request criminal background checks for all employees and volunteers. The contractor shall inform all applicants requiring a criminal background check that a criminal background check must be conducted on the applicant before the applicant may be offered a compensated position or an unsupervised volunteer position. The contractor shall obtain from each applicant, employee and unsupervised volunteer:

- A. A written authorization which authorizes the University to conduct a criminal background check;
- B. A written confirmation stating that the Contractor has informed him or her that the University is authorized to conduct a criminal background check.
- C. A signed affirmation stating whether or not they have been convicted of a crime, pleaded nolo contendere, or on probation before judgment or placement of a case upon a stet docket, or have been found not guilty by reason of insanity, for any sexual offenses or intra-family offenses in the District or their equivalent in any state or territory, or for any of the following felony offenses or their equivalent in any state or territory:

- i. Murder, attempted murder, manslaughter, or arson;
  - ii. Assault, assault with a dangerous weapon, mayhem, malicious disfigurement, or threats to do bodily harm;
  - m. Burglary;
  - iv. Robbery;
  - v. Illegal use or possession of a firearm;
  - vi. Sexual offenses, including indecent exposure; promoting, procuring, compelling, soliciting, or engaging in prostitution; corrupting minors (sexual relations with children); molesting; voyeurism; committing sex acts in public; incest; rape; sexual assault; sexual battery; or sexual abuse; but excluding sodomy between consenting adults;
  - vii. Child abuse or cruelty to children; or
  - viii. Unlawful distribution of or possession with intent to distribute a controlled substance.
- D. A written acknowledgement stating that the Contractor has notified them that they are entitled to receive a copy of the criminal background check and to challenge the accuracy and completeness of the report; and
- E. A written acknowledgement stating that the Contractor has notified them that they may be denied employment or a volunteer position or may be terminated as an employee or volunteer based on the results of the criminal background check.

The Contractor shall inform each applicant, employee and unsupervised volunteer that a false statement may subject them to criminal penalties.

Prior to requesting a criminal background check, the Contractor shall provide each applicant, employee, or unsupervised volunteer with a form or forms to be utilized for the following purposes:

- A. To authorize the Metropolitan Police Department (MPD), or designee, to conduct the criminal background check and confirm that the applicant, employee, or unsupervised volunteer has been informed that the Contractor is authorized and required to conduct a criminal background check.
- B. To affirm whether or not the applicant, employee, or unsupervised volunteer has been convicted of a crime, has pleaded nolo contendere, is on probation before judgment or placement of a case upon a stet docket, or has been found not guilty by reason of insanity for any sexual offenses or intra-family offenses in the District or their equivalent in any other state or territory of the United States, or for any of the felony offenses described in paragraph 9C.
- C. To acknowledge that the applicant, employee, or unsupervised volunteer has been notified of his or her right to obtain a copy of the criminal background check report and to challenge the accuracy and completeness of the report.

- D. To acknowledge that the applicant may be denied employment, assignment to, or an unsupervised volunteer position for which a criminal background check is required based on the outcome of the criminal background check; and
- E. To inform the applicant or employee that a false statement on the form or forms may subject them to criminal penalties pursuant to D.C. Official Code §§22- 2405.

The Contractor shall direct the applicant or employee to complete the form or forms and notify the applicant or employee when and where to report to be fingerprinted.

Unless otherwise provided herein, the Contractor shall request criminal background checks from the Chief, **(MPD** (or designee), who shall be responsible for conducting criminal background checks, including fingerprinting.

The Contractor shall request traffic record checks from the Director, Department of Motor Vehicles (DMV) (or designee), who shall be responsible for conducting traffic record checks.

The Contractor shall provide copies of all criminal background and traffic check reports to the CA within one business day of receipt.

The Contractor shall pay for the costs for the criminal background and traffic record checks, pursuant to the requirements set forth by the MPD and **OMV**. The University shall not make any separate payment for the cost of criminal background and traffic record checks.

The Contractor may make an offer of appointment to, or assign a current employee or applicant to, a compensated position contingent upon receipt from the CO of the CA's decision after his or her assessment of the criminal background or traffic record check.

The Contractor may not make an offer of appointment to an unsupervised volunteer whose position brings him or her into direct contact with children until it receives from the Chief Contracting Officer the CA's decision after his case or her assessment of the criminal background or traffic record check.

The Contractor shall not employ or permit to serve an unsupervised volunteer an applicant or employee who has been convicted of, has pleaded nolo contendere to, or is on probation before judgment or placement of a case on the stet docket because of, or has been found not guilty by reason of insanity for any sexual offenses involving a minor.

Unless otherwise specified herein, the Contractor shall conduct periodic criminal background checks upon the exercise of each option year of this contract for current employees and unsupervised volunteers.

An employee or unsupervised volunteer may be subject to administrative action including,



but not limited to, reassignment or termination at the discretion of the CA after his or her assessment of a criminal background check.

The CA shall be solely responsible for assessing the information obtained from each criminal background and traffic records check report to determine whether a final offer may be made to each applicant or employee. The CA shall inform the CO of its decision, and the CO shall inform the Contractor whether an offer may be made to each applicant.

If any application is denied because the CA determines that the applicant presents a present danger to children or youth, the Contractor shall notify the applicant of such determination and inform the application in writing that she or he may appeal the denial to the Commission on Human Rights within thirty (30) days of the determination.

Criminal background and traffic record check reports obtained under this section shall be confidential and are for the exclusive use of making employment-related determinations. The Contractor shall not release or otherwise disclose the reports to any person, except as directed by the CO.

## **SECTION I: CONTRACT CLAUSES**

### **I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS**

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated July 2010 ("SCP") are incorporated as part of the contract and are attached as Attachment J.1.

### **I.2 CONTRACTS THAT CROSS FISCAL YEARS**

Continuation of this contract beyond the current fiscal year is contingent upon future fiscal appropriations.

### **I.3 CONFIDENTIALITY OF INFORMATION**

The Contractor shall keep all information relating to any employee or customer of the University in absolute confidence and shall not use the information in connection with any other matters; nor shall it disclose any such information to any other person, firm or corporation, in accordance with the District and federal laws governing the confidentiality of records.

### **I.4 TIME**

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

### **I.5 RIGHTS IN DATA**

I.5.1 "Data," as used herein, means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.

I.5.2 The term "Technical Data", as used herein, means recorded information, regardless of form or characteristic, of a scientific or technical nature. It may, for example, document research, experimental, developmental or engineering work, or be usable or used to define a design or process or to procure, produce, support, maintain, or operate material. The data may be graphic or pictorial delineations in media such as drawings or photographs, text in specifications or related performance or design type documents or computer printouts. Examples of technical data include research and engineering data, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information, and computer software documentation. Technical data does not include computer software or financial, administrative, cost

and pricing, and management data or other information incidental to contract

administration.

I.5.3 The term "Computer Software", as used herein means computer programs and computer databases. "Computer Programs", as used herein means a series of instructions or statements in a form acceptable to a computer, designed to cause the computer to execute an operation or operations. "Computer Programs" include operating systems, assemblers, compilers, interpreters, data management systems, utility programs, sort merge programs, and automated data processing equipment maintenance diagnostic programs, as well as applications programs such as payroll, inventory control and engineering analysis programs. Computer programs may be either machine-dependent or machine-independent and may be general purpose in nature or designed to satisfy the requirements of a user.

I.5.4The term "computer databases", as used herein, means a collection of data in a form capable of being processed and operated on by a computer.

I.5.5 All data first produced in the performance of this Contract shall be the sole property of the University. The Contractor hereby acknowledges that all data, including, without limitation, computer program codes, produced by Contractor for the University under this Contract, are works made for hire and are the sole property of the University; but, to the extent any such data may not, by operation of law, be works made for hire, Contractor hereby transfers and assigns to the University the ownership of copyright in such works, whether published or unpublished. The Contractor agrees to give the University all assistance reasonably necessary to perfect such rights including, but not limited to, the works and supporting documentation and the execution of any instrument required to register copyrights. The Contractor agrees not to assert any rights in common law or in equity in such data. The Contractor shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the University until such time as the University may have released such data to the public.

I.5.6 The University will have restricted rights in data, including computer software and all accompanying documentation, manuals and instructional materials, listed or described in a license or agreement made a part of this contract, which the parties have agreed will be furnished with restricted rights, provided however, notwithstanding any contrary provision in any such license or agreement, such restricted rights shall include, as a minimum the right to:

I.5.6.1 Use the computer software and all accompanying documentation and manuals or instructional materials with the computer for which or with which it was acquired, including use at any University installation to which the computer may be transferred by the University;

I.5.6.2 Use the computer software and all accompanying documentation and manuals or instructional materials with a backup computer if the computer for which or with which it was acquired is inoperative;

I.5.6.3 Copy computer programs for safekeeping (archives) or backup purposes; and modify the computer software and all accompanying documentation and manuals or instructional materials, or combine it with other software, subject to the provision that the modified portions shall remain subject to these restrictions.

I.5.7 The restricted rights set forth in section I.5.6 are of no effect unless

(i) the data is marked by the Contractor with the following legend:

(ii) RESTRICTED RIGHTS LEGEND

Use, duplication, or disclosure is subject to restrictions No. \_\_\_\_\_  
\_\_\_\_\_ with (Contractor's Name); and stated in Contract

(iii) If the data is computer software, the related computer software documentation includes a prominent statement of the restrictions applicable to the computer software. The Contractor may not place any legend on the computer software indicating restrictions on the University's rights in such software unless the restrictions are set forth in a license or agreement made a part of the contract prior to the delivery date of the software. Failure of the Contractor to apply a restricted rights legend to such computer software shall relieve the University of liability with respect to such unmarked software.

1.5.8 In addition to the rights granted in Section 1.5.6 above, the Contractor hereby grants to the University a nonexclusive, paid-up license throughout the world, of the same scope as restricted rights set forth in Section 1.5.6 above, under any copyright owned by the Contractor, in any work of authorship prepared by the University under this contract. Unless written approval of the Chief Contracting Officer is obtained, the Contractor shall not include in technical data or computer software prepared for or acquired by the University under this contract any works of authorship in which copyright is not owned by the Contractor without acquiring for the University any rights necessary to perfect a copyright license of the scope specified in the first sentence of this paragraph.

1.5.9 Whenever any data, including computer software, are to be obtained from a subcontractor under this contract, the Contractor shall use this clause, 1.5, Rights in Data, in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the University's or the Contractor's rights in that subcontractor data or computer software which is required for the University.

1.5.10 For all computer software furnished to the University with the rights specified in Section 1.5.5, the Contractor shall furnish to the University, a copy of the source code with such rights of the scope specified in Section 1.5.5. For all computer software furnished to the University with the restricted rights specified in Section 1.5.6, the University, if the Contractor, either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the University under this contract or any paid-up maintenance agreement, or if Contractor should be declared bankrupt or insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the then current version of the source code supplied under this contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.

1.5.11 The Contractor shall indemnify and save and hold harmless the University, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.

1.5.12 Nothing contained in this clause shall imply a license to the University under any patent or be construed as affecting the scope of any license or other right otherwise

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granted to the University under any patent.

1.5.13 Paragraphs 1.5.6, 1.5.7, 1.5.8, 1.5.11 and 1.5.12 above are not applicable to material furnished to the Contractor by the University and incorporated in the work furnished under contract, provided that such incorporated material is identified by the Contractor at the time of delivery of such work.

## **1.5 OTHER CONTRACTORS**

The Contractor shall not commit or permit any act that will interfere with the performance of work by another District contractor or by any University employee.

## **1.6 SUBCONTRACTS**

The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior written consent of the CO. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the University will have the right to review and approve prior to its execution by the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the University, the Contractor shall remain liable to the University for all Contractor's work and services required hereunder.

## **1.7 INSURANCE**

A. GENERAL REQUIREMENTS. The Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A VIII or higher. The Contractor shall require all its subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium.

I. Commercial General Liability Insurance. The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property

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damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The Contractor shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.

2. Automobile Liability Insurance. The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this contract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

3. Workers' Compensation Insurance. The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

4. Employer's Liability Insurance. The Contractor shall provide employer's liability insurance as follows: \$1,000,000 per accident for injury; \$1,000,000 per employee for disease; and \$1,000,000 for policy disease limit.

5. Umbrella or Excess Liability Insurance. The Contractor shall provide umbrella or excess liability (which is excess over employer's liability, general liability, and automobile liability) insurance as follows: \$2,000,000.00 per occurrence, including the District of Columbia as additional insured.

5. Professional Liability Insurance (Errors & Omissions). The Contractor shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of \$1,000,000.00 per occurrence for each wrongful act and \$1,000,000.00 annual aggregate. The Contractor shall maintain this insurance for five (5) years following the University's final acceptance of the work performed under this contract.

6. Crime Insurance (3rd Party Indemnity). The Contractor shall provide a 3rd Party Crime policy to cover the dishonest acts of Contractor's employees which result in a loss to the University. The policy shall provide a limit of \$50,000.00 per occurrence. This coverage shall be endorsed to name the District of Columbia as joint-loss payee, as their interests may appear.

7. Sexual/Physical Abuse & Molestation. The Contractor shall provide evidence satisfactory to the Chief Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence Limits; \$2,000,000 aggregate. The policy coverage shall include the University of Columbia as an additional insured. This insurance

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requirement will be considered met if the general liability insurance includes sexual abuse and molestation coverage for the required amounts.

8. Environmental Liability Insurance. The Contractor shall provide a policy to cover costs associated with bodily injury, property damage and remediation expenses associated with pollution incidents including, but not limited to, mold, asbestos or lead removal. The policy shall provide a minimum of \$1,000,000.00 in coverage per incident and \$1,000,000.00 aggregate.

9. Employment Practices Liability. The Contractor shall provide evidence satisfactory to the Chief Contracting Officer with respect to the operations performed to cover the defense of employment related claims which the District of Columbia would be named as a co-defendant in claims arising from: Discrimination, Sexual Harassment, Wrongful Termination, or Workplace Torts. Policy shall include the Client Company Endorsement for Temporary Help Firms and the Independent Contractors Endorsement. The policy shall provide limits of \$1,000,000.00 for each wrongful act and \$1,000,000.00 annual aggregate for each wrongful act. The Contractor shall maintain this insurance for five (5) years following the University's final acceptance of the work performed under this contract.

B. DURATION. The Contractor shall carry all required insurance until all contract work is accepted by the University and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this contract.

C. LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.

D. CONTRACTOR'S PROPERTY. Contractors and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

E. MEASURE OF PAYMENT. The University shall not make any separate measures or payment for the cost of insurance and bonds. The Contractor shall include all the costs of insurance and bonds in the contract price.

F. NOTIFICATION. The Contractor shall immediately provide the CO with written notice if its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the CO.



G. CERTIFICATES OF INSURANCE. The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to:

Mary Ann Harris, Chief Contracting Officer  
Office of Contracts and Procurement  
4200 Connecticut Avenue NW Building 39 Suite 200C  
Washington, DC 20008  
Email: mharris@udc.edu

H. DISCLOSURE OF INFORMATION. The Contractor agrees that the University may disclose the name and contact information of its insurers to any third party which presents a claim against the University for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.

### **1.8 EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Section J.3. An award cannot be given to any offeror who has not satisfied the equal employment requirements.

### **I.10 ORDER OF PRECEDENCE**

The contract awarded as a result of this RFP will contain the following clause:

#### **ORDER OF PRECEDENCE**

A conflict in language shall be resolved by giving precedence to the document in the highest order of priority that contains language addressing the issue in question. The following documents are incorporated into the contract by reference and made a part of the contract in the following order of precedence:

- (1) An applicable Court Order, if any
- (2) Contract document
- (3) Standard Contract Provisions for the use of Supplies and Services Contract
- (4) Contract attachments other than the Standard Contract Provisions for the use with Supplies and Services Contract
- (5) RFP, as amended
- (6) Proposal

## **I.11 CONTRACTS IN EXCESS OF ONE MILLION DOLLARS**

Any contract in excess of \$1,000,000 shall not be binding or give rise to any claim or demand against the University until approved by the Council of the District of Columbia and signed by the CO.

## **I.12 GOVERNING LAW**

This contract, and any disputes arising out of or related to this contract, shall be governed by, and construed in accordance with, the laws of the District of Columbia.

## **I.13 CONTINUITY OF SERVICES**

The Contractor recognizes that the services provided under this contract are vital to the University and must be continued without interruption and that, upon contract expiration or termination, a successor, the University of another Contractor, at the University's option, may continue to provide these services. To that end, the Contractor agrees to:

- I.13.1           Furnish phase-out, phase in (transition) training; and
- I.13.2           Exercise its best efforts and cooperation to affect an orderly and efficient transition to a successor.
- I.13.3           The Contractor shall, upon the CO's written notice:
  - I.13.3.1       Furnish phase-in, phase-out services for up to 90 days after this contract expires and
  - I.13.3.2       Negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan and shall be subject to the CO's approval.
  - I.13.3.3       The Contractor shall provide enough experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.
  - I.13.3.4       The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

#### **I.14 CANCELLATION CEILING**

In the event of cancellation of the contract because of non-appropriation for any subsequent fiscal years or any option years, there shall be a cancellation ceiling of zero dollars and zero cents.

## SECTION J: ATTACHMENTS

The following list of attachments is incorporated into the solicitation by reference.

<b>Attachment Number</b>	<b>Document</b>
J. 1	Government of the District of Columbia Standard Contract Provisions for Use with the Supplies and Services Contracts (July 2010) available at <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on "Solicitation Attachments"
J.2	U.S. Department of Labor Wage Determination No. 2015-4281 Revision No. 33 dated 04/25/2025 Contact Michiko Gadson <a href="mailto:mgadson@udc.edu">mgadson@udc.edu</a>
J.3	Office of Local Business Development Equal Employment Opportunity Information Report and Mayor's Order 85-85 available at <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on "Solicitation Attachments"
J.4	Department of Employment Services First Source Employment Agreement available at <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on "Solicitation Attachments"
J.5	Way to Work Amendment Act of 2006 - Living Wage Notice
J.6	Way to Work Amendment Act of 2006 - Living Wage Fact Sheet
J.7	Tax Certification Affidavit available at <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on "Solicitation Attachments"
J.8	Bidder/Offeror Certifications available at <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on "Solicitation Attachments"
J.9	Subcontracting Plan available at <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on "Solicitation Attachments"
J.10	Past Performance Evaluation Form available at <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on "Solicitation Attachments"
J.11	Bond Forms Contact Michiko Gadson <a href="mailto:mgadson@udc.edu">mgadson@udc.edu</a>

**SECTION K: REPRESENTATIONS, CERTIFICATIONS AND  
OTHER STATEMENTS OF BIDDERS**

Offeror Certifications available at [www.ocp.dc.gov](http://www.ocp.dc.gov) click on "Solicitation Attachments" and Attachment J.8.

## **SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS**

### **L.1 CONTRACT AWARD**

#### **L.1.1 Most Advantageous to the University**

The University intends to make a single aggregate award from this solicitation to the responsible offeror whose offer conforming to this solicitation will be most advantageous to the University, cost or price, technical and other factors, specified elsewhere in this solicitation considered.

#### **L.1.2 Initial Offers**

The District may award a contract based on initial offers received, without discussion. Therefore, each initial offer should contain the offeror's best terms from the standpoint of cost or price, technical and other factors.

### **L.2 PROPOSAL ORGANIZATION AND CONTENT**

L.2.1 This solicitation will be conducted electronically. To be considered, the offeror shall submit one technical proposal and one price copy of its proposal before the closing date and time. Telephonic, telegraphic, and facsimile proposals shall not be accepted.

L.2.2 All attachments shall be submitted with the proposal. The University will not be responsible for corruption of any documents submitted. If the submitted document cannot be viewed as submitted, it will not be considered.

L.2.2 The Offeror shall label and submit its proposal in two parts: (1) technical proposal and (2) price proposal.

L.2.3 Offerors are directed to the specific proposal evaluation criteria in Section M of this solicitation, Evaluation factors. The Offeror shall respond to each factor in a way that will allow the University to evaluate the Offerors response. The offeror shall submit information in a clear, concise, factual and logical manner providing a comprehensive description of services delivery thereof. The information requested for the technical proposal shall facilitate evaluation of all proposals. The technical proposal must contain enough detail to provide a clear and concise response fully reflecting the way the offeror proposes to fully meet the requirements of Section C.

L.2.4 The bidder shall bid on all CLINs to be considered for this award. Failure to bid on all CLINs will render the bid non-responsive and disqualify a bid.

L.2.5 The offeror shall complete, sign and submit all Representations, Certifications and Acknowledgments as appropriate. Failure to do so may result in a bid rejection.

- L.2.6 The District will reject as non-responsive any proposal that fails to include a subcontracting plan that is required by law.

### **L.3 FAMILIARIZATION WITH CONDITIONS**

Offerors shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties which may be encountered and the conditions under which the work is accomplished. Bidders will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

### **L.4 PRE-PROPOSAL CONFERENCE**

There will be a virtual pre-proposal conference on Wednesday, July 16, 2025, at 1:00 p.m. at the following location:

Teams Meeting – Dial In: 1-206-413-8593

Need Login information – Conference ID: 880-718-211#

#### **[Join the meeting now](#)**

Meeting ID: 236 445 845 722

Passcode: Du7zx2U9

#### **Dial in by phone**

[+1 206-413-8593..880718211#](#) United States, Seattle

[Find a local number](#)

Phone conference ID: 880 718 211#

### **L.5 PROPOSAL SUBMISSION**

- L.1.1 Proposals must be submitted no later than 2:00 p.m. local time on Monday, August 4, 2025, to Michiko Gadson via email at [mgadson@udc.edu](mailto:mgadson@udc.edu).

**Addressed to:** Mary Ann Harris, Chief Contracting Officer  
University of the District of Columbia Office of Contracts & Procurement  
4200 Connecticut Avenue, N.W., Bldg. 39, Suite 200C  
Washington DC 20008

**NOTE:** "Proposal in Response to Solicitation No.; GF-2025-R-0020, “Janitorial Services”

Offerors shall submit one (1) signed original of their proposal. Submissions should be delivered via email to Michiko Gadson at [mgadson@udc.edu](mailto:mgadson@udc.edu).

## **Part I – Technical Proposal**

The Technical Proposal must contain sufficient detail to provide a clear and concise response fully reflecting the manner in which the offeror proposes to fully meet the requirements in Section C. The offeror shall respond to each factor listed in Sections M.3.1 in a way that will allow the University to evaluate the offeror's response.

## **Part II – Financial Proposal**

- Completed Financial Bid Form – (Attachment J.10)
- Descriptive Financial Proposal in accordance with Section L.2.6
- Completed Attachments J.3, J.4, J.7, J.8, J.9, J.10, and J.11

### **L.6 WITHDRAWAL OR MODIFICATION OF BIDS**

An offeror may modify or withdraw its proposal at any time before the closing date and time for receipt of proposal.

### **L.7 LATE SUBMISSIONS, LATE MODIFICATIONS, AND LATE WITHDRAWALS**

#### **L.7.1 Late Submissions**

The University will not accept late proposals or modifications to proposal after the closing date and time for receipt of proposals.

#### **L.7.2 Late Modifications**

A late modification of a successful proposal which makes its terms more favorable to the University may be considered at any time it is received and may be accepted.

### **L.8 ERRORS IN PROPOSALS**

Offerors are expected to read and understand fully all information and requirements contained in the solicitation; failure to do so will be at the offeror's risk. In the event of a discrepancy between the unit price and the total price, the unit price shall govern.

### **L.9 QUESTIONS ABOUT THE SOLICITATION**

If a prospective offeror has any questions related to this solicitation, the prospective offeror shall submit the question in writing to the contact person identified on the front page of the solicitation. The prospective offeror should submit questions by **4:00 p.m. on Monday, July 21, 2025**. The University may not consider any questions received more than two days after the date set for the pre-proposal conference. The University will furnish responses via a written amendment from the Chief Contracting Officer. Oral explanations or instructions given by University officials or others to offerors before proposal submission or the award of the contract will not be binding.

### **L.10 PROPOSAL PROTESTS**



#### Janitorial Services

Any actual or prospective offeror or contractor who is aggrieved in connection with the solicitation or award of a contract shall file with the Chief Contracting Officer at the University of the District of Columbia a protest within seven (7) working days after the protestor knew or should have known, whichever is earlier, of the facts and circumstances upon which the protest is based. The protest filed with the CCO shall identify the solicitation or contract number and include the protestor's name, address, and phone number. A protest based on alleged improprieties in a solicitation that is apparent at the time set for receipt of initial proposals shall be filed with the Board before the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties that do not exist in the initial solicitation but are subsequently incorporated into the solicitation must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing with the University of the District of Columbia, 4200 Connecticut Avenue, N.W., Room 200C, Washington, D.C. 20008.

### **L.11 ACKNOWLEDGMENT OF AMENDMENTS**

The offeror shall acknowledge receipt of any amendment to this solicitation by submitting an original signed copy with its bid and other signed copies attached to each copy of the bid submitted. The District shall receive the acknowledgment by the date and time specified for receipt of bids. An offeror's failure to acknowledge an amendment may result in rejection of its bid.

### **L.12 LEGAL STATUS OF OFFEROR**

Each proposal shall provide the following information:

L.12.1 Name, address, telephone number and federal tax identification number of offerors.

L.12.2 A copy of each District of Columbia license, registration or certification that the bidder is required by law to obtain. This mandate also requires the bidder to provide a copy of the executed "Clean Hands Certification" that is referenced in D.C. Official Code §47-2862, if the bidder is required by law to make such certification. If the bidder is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the bid shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and

L.12.3 If the offeror is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.

### **L.13 CERTIFICATES OF INSURANCE**

Prior to commencing work, the Contractor shall have its insurance broker or insurance company submit certificates of insurance giving evidence of the required coverages as specified in Section 1.8 to:

Mary Ann Harris, Chief Contracting Officer  
University of the District of Columbia  
Office of Contracts and Procurement  
4200 Connecticut Avenue NW  
Building 39, Suite 200C Washington, DC 20008

#### **L.14 SECURITY BONDS REQUIRED**

The offeror shall submit the following security bonds in response to this invitation. Failure to comply shall result in rejection of the proposal.

##### **L.14.1 Bid Bond**

The bid bond shall be in the amount of five percent (5%) of the original contract maximum price for one year and shall be submitted with the contractor's proposal.

##### **L.14.2 Performance Bond**

The performance security bond shall be for one hundred percent (100%) of the original contract maximum price for one year. It shall be submitted not later than the date and time specified in the Notice of Intent to Award.

##### **L.14.3 Payment Bond**

The payment security bond shall be for fifty percent (50%) of the original contract maximum price for one year. It shall be submitted not later than the date and time specified in the Notice of Intent to Award.

#### **L.15 GENERAL STANDARDS OF RESPONSIBILITY**

The prospective contractor shall demonstrate to the satisfaction of the University its capability in all respects to perform fully the contract requirements; therefore, the prospective contractor shall submit relevant documentation within five (5) days of the request by the University.

##### **L.15.1 to be determined responsible, a prospective contractor shall demonstrate that it:**

- (a) Has adequate financial resources, or the ability to obtain such resources, required to perform the contract.
- (b) Can comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- (c) Has a satisfactory performance record;
- (d) Has a satisfactory record of integrity and business ethics;

(e) Has a satisfactory record of compliance with the applicable District licensing and tax laws and regulations;

(t) Has a satisfactory record of compliance with labor and civil rights laws and rules, and the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code §2-219.01 et seq.;

(g) Has, or can obtain, the necessary organization, experience, accounting, and operational control, and technical skills.

(h) Has, or could obtain, the necessary production, construction, technical equipment, and facilities.

(i) Has not exhibited a pattern of overcharging the District;

U) Does not have an outstanding debt with the District or the federal government in a delinquent status; and

(k) Is otherwise qualified and is eligible to receive an award under applicable laws and regulations.

**L.15.2** If the prospective contractor fails to supply the information requested, the CO shall make the determination of responsibility or non-responsibility based upon available information. If the available information is insufficient to decide of responsibility, the CO shall determine the prospective contractor to be non-responsible.

## **L.16 SPECIAL STANDARDS OF RESPONSIBILITY**

L.16.1 In addition to the general standards of responsibility set forth above, the prospective contractor shall demonstrate to the satisfaction of the University the special qualifications of Emergency Response Personnel and other personnel matters listed herein. Specifically, the bidder shall submit with its bid convincing evidence that demonstrates that the bidder meets the following Special Standard(s) of Responsibility:

L.16.1.1 Student Center Personnel - The contractor shall provide qualified personnel to operate and maintain MEP equipment. Personnel must have current LEED certification and knowledge of Geo-thermal cooling systems and LEED administration. The contractor shall develop and administer maintenance plans for building equipment following the LEED Platinum guidelines. Personnel shall hold LEED (Green Associate) certification, however, LEED AP+M (Operations and Maintenance) preferred. Building hours are Monday thru Friday 8a.m. through 11 p.m. and 11 a.m. to 9 p.m. on Saturdays and Sundays.

### **L.16.1.2 Time and Attendance**

The Contractor's employees shall utilize the University's time and attendance system.

#### Janitorial Services

The system manages the person(s) assigned to project's time and attendance. Those records will be utilized for verification of billable hours and work performed.

#### **L.16.1.3 Emergency Response Personnel**

The Contractor shall demonstrate the ability to provide a variety of specialized staff required within 4 hours of notification in the event of an emergency. The Contractor must have access to staffing, materials, and all resources that qualify them as a "Full Service Provider." The Contractor shall provide evidence that they are successful in providing such services (example - Employee rosters with credentials, paid invoices that detail a variety of service, recommendations from current customers.

#### **L.16.1.4 Supervisor/Onsite Lead Qualifications:**

Must have a minimum of five years of work experience, focusing on management of administrative functions for campus janitorial services.

- Experience must include at least three years of experience in managing a contract in administrative services, including on-site decision making authority.
- Must have at least three years of experience in supervising employees, which includes assessing employee training needs, assisting employees in skill building, providing performance feedback, identifying appropriate staffing mix and hiring qualified candidates, and troubleshooting staffing concerns.
- Must have knowledge of applicable OSHA standards specified under 29 CFR 1910. Demonstrate an understanding of safe and sanitary work conditions for employees.

L.16.1.5 The Project manager/ on site lead must be able to communicate effectively, both verbally and in writing. Must be alcohol and drug free and willingly submit to periodic drug testing.

## SECTION M: EVALUATION FACTORS

### M.1. EVALUATION FOR AWARD

The contract will be awarded to the responsible offeror whose offer is most advantageous to the University, based upon the evaluation criteria specified below. Thus, while points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide the University in making an intelligent award decision based upon the evaluation criteria.

### M.2 TECHNICAL RATING

#### M.2.1 The Technical Rating Scale is as follows:

Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements, e.g. no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

**M.2.2** The technical rating is a weighting mechanism that will be applied to the point of value for each evaluation factor to determine the offeror's score for each factor. The offeror's total technical score will be determined by adding the offeror's score in each evaluation factor. For example, if an evaluation factor has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, if the University evaluates the offeror's response as "Good," then the score for that evaluation factor is 4/5 of 40 or 32.

If sub factors are applied, the offeror's total technical score will be determined by adding the offer's score for each sub factor. For example, if an evaluation factor has a point value range of zero (0) to forty (40) points, with two sub factors of twenty (20) points each, using the Technical Rating Scale above, if the University evaluates the offer's response as "Good" for the first sub factor and "Poor" for the second sub factor, then the total score for that evaluation factor is 4/5 of 20 or 16 for the first sub factor plus 1/5 of 20 or 4 for the second sub factor, for a total of 20 for the entire factor.

### **M.3 EVALUATION CRITERIA**

The total sum of the maximum points for Technical Criteria and Price Criterion is 100 points. Proposals shall be evaluated based on the following evaluation factors in the manner described below:

#### **M.3.1 TECHNICAL CRITERIA (80 Points Maximum)**

##### **M.3.1.1 Past Performance (35 Points Maximum)**

- M.3.1.1.1 Sub factor 1 - The contractor provided janitorial services to a higher education campus that had multiple buildings during the past 3 years (20 points maximum).
- M.3.1.1.2 Sub factor 2 - The contractor provided with its proposal satisfactory or above performance evaluations from 2 former customers for similar services within the past two years (maximum 15 points).

##### **M.3.1.2 Quality Control (35 Points Maximum)**

- M.3.1.2.1 Sub factor I - The contractor's organizational staffing plan clearly identifies staffing for the total project (maximum 10 points).
- M.3.1.2.2 Sub factor 2 - The contractor's proposal included a chart showing clear lines of communication and reporting (maximum 5 points).
- M.3.1.2.3 Sub factor 3 - The contractor's proposal included measurable performance standards (maximum 10 points)
- M.3.1.2.4 Sub factor 4 - The contractor's proposal included a clear price reduction table applicable to its proposed performance standards (maximum 10 points)

##### **M.3.1.3 Key Personnel (10 Points Maximum)**

- M.3.1.3.1 Sub factor 1 - The proposed Project Manager has current LEED AP certification (maximum 5 points).
- M.3.1.3.2 Sub factor 2 - The contractor submitted a verifiable resume of the proposed Project Manager that demonstrates five years' experience performing the work required (maximum 5 points).

#### **M.3.2 Price Criterion (20 Points Maximum)**

The price evaluation will be objective. The offeror with the lowest price will received the maximum price points. All other price proposals will receive a proportionately lower total score. The following formula will be used to determine each offeror's evaluated price score:

Lowest price proposal

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times 20 = \text{Evaluated price score}$$

Price of proposal being  
evaluated

**M.3.2 PREFERENCE POINTS AWARDED PURSUANT TO SECTION M.5.2 (12 Points Maximum)**

**M.3.3 TOTAL POINTS (100 Points Maximum)**

Total points shall be the cumulative total of the offeror's technical criteria points, price criterion points and preference points, if any.

**M.4 EVALUATION OF OPTION YEARS**

The University will evaluate bid prices for award purposes by evaluating the total price for all options as well as the base year. Evaluation of options shall not obligate the University to exercise them. The total University's requirements may change during the option years. Quantities to be awarded will be determined at the time each option is exercised.

**M.5 PREFERENCES FOR CERTIFIED BUSINESS ENTERPRISES**

Under the provisions of the "Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2014", D.C. Official Code § 2-218.01 et seq. as amended ("Act", as used in this section), the District shall apply preferences in evaluating bids from businesses that are certified by the Department of Small and Local Business Development (DSLBD) pursuant to Part D of the Act.

**M.5.1. Application of Preferences**

For evaluation purposes, the allowable preferences under the Act shall be applicable to prime contractors as follows:

M.5.1.1 A prime contractor that is a small business enterprise (SBE) certified by the Department of Small and Local Business Development (DSLBD) will receive a three percent (3%) reduction in the bid price for a bid submitted by the SBE in response to this Request for Proposal (RFP).

M.5.1.2 A prime contractor that is a resident-owned business (ROB) certified by DSLBD will receive a five percent (5%) reduction in the bid price for a bid submitted by the ROB in response to this RFP.

M.5.1.3 A prime contractor that is a longtime resident business (LRB) certified by DSLBD will receive a ten percent (10%) reduction in the bid price for a bid submitted by the LRB in response to this RFP.

M.5.1.4 A prime contractor that is a local business enterprise (LBE) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the LBE in response to this RFP.

M.5.1.5 A prime contractor that is a local business enterprise with its principal offices located in an enterprise zone (DZE) certified by DSLBD will receive a two percent (2%)

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reduction in the bid price for a bid submitted by the DZE in response to this RFP.

M.5.1.6 A prime contractor that is a disadvantaged business enterprise (DBE) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the DBE in response to this RFP.

M.5.1.7 A prime contractor that is a veteran-owned business (VOB) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the YOB in response to this RFP.

M.5.1.8 A prime contractor that is a local manufacturing business enterprise (LMBE) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the LMBE in response to this RFP.

### **M.5.2 Maximum Preference Awarded**

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise (CBE) is entitled under the Act is twelve per cent (12%) for bids submitted in response to this RFP. There will be no preference awarded for subcontracting by the prime contractor with CBEs.

### **M.5.3 Preferences for Certified Joint Ventures**

A certified joint venture will receive preference as determined by DSLBD in accordance with D.C. Official Code Section 2-218.39a (h).

### **M.5.4 Verification of Bidder's Certification as a Certified Business Enterprise**

M.5.4.1 Any vendor seeking to receive preferences on this solicitation shall be certified at the time of submission of its proposal. The CO will verify the bidder's certification with DSLBD, and the bidder should not submit with its bid any documentation regarding its certification as a certified business enterprise.

M.5.1.4.2 Any vendor seeking certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development  
ATTN: CBE Certification Program  
441 Fourth Street, NW, Suite 850N  
Washington DC 20001

M.5.1.4.3 All vendors are encouraged to contact DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

### **M.5.2 SUBCONTRACTING REQUIREMENTS**

#### **M.5.2.1 Mandatory Subcontracting Requirements**

M.5.2.1.1 Unless the Director of the Department of Small and Local Business Development



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(DSLBD) has approved a waiver in writing, all contracts in excess of \$250,000, at least 35% of the dollar volume shall be subcontracted to certified small business enterprises (SBE's);

M.5.2.1.1.2 If there are insufficient qualified small business enterprises to completely fulfill the requirement of paragraph H.9.1.1, then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any certified business enterprises; provided, however, that all reasonable efforts shall be made to ensure that qualified small business enterprises are significant participants in the overall subcontracting work.

M.5.2.1.1.3 A prime contractor which is certified as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of sections H.9.1.1 and H.9.1.2.

M.5.2.1.1.4 Except as provided herein, a prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBE's. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code Section 2-218.63.

M.5.2.1.1.5 A prime contractor that is a certified joint venture and has been granted a bid preference pursuant to D.C. Official Code Section 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBE's. A certified joint venture prime contractor that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code Section 2-218.63.

M.5.2.1.1.6 Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.

M.5.2.1.1.7 A prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code Section 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the on-site work with its own organization and resources if the contract is \$1 million or less.

#### M.5.3 Subcontracting Plan

If the prime contractor is required by law to subcontract under this contract, it shall subcontract at least 35% of the dollar volume of this contract in accordance with the provisions of section H.9.1. The plan shall be submitted as part of the bid and may only be amended with the prior written approval of the CO and Director of DSLBD. Any reduction in the dollar volume of the subcontracted portion resulting from an amendment of the plan shall inure to the benefit of the District.

Each subcontracting plan shall include the following:

- (1) The name and address of each subcontractor;
- (2) A current certification number of the small or certified business enterprise;
- (3) The scope of work to be performed by each subcontractor; and
- (4) The price that the prime contractor will pay each subcontractor.

#### M.5.4 Copies of Subcontracts

Within twenty-one (21) days of the date of the award, the Contractor shall provide fully executed copies of all subcontracts identified in the subcontracting plan to the CO, CA, District of Columbia Auditor and the Director of DSLBD.

#### M.5.5 Subcontracting Plan Compliance Reporting

(l) If the Contractor has a subcontracting plan required by law for this contract, the Contractor shall submit a quarterly report to the CO, CA, District of Columbia Auditor and the Director of DSLBD. The quarterly report shall include the following information for each subcontract identified in the subcontracting plan:

- (A) The price that the prime contractor will pay each subcontractor under the contract;
  - (B) A description of the goods procured, or the services subcontracted for.
  - (C) The amount paid by the prime contractor under the subcontract; and
  - (D) A copy of the fully executed subcontract, if it was not provided with an earlier quarterly report.
- (2) If the fully executed subcontract is not provided with the quarterly report, the prime contractor will not receive credit toward its subcontracting requirements for that subcontract.

#### M.5.6 Annual Meetings

Upon at least 30-days written notice provided by DSLBD, the Contractor shall meet annually with the CO, CA, District of Columbia Auditor and the Director of DSLBD to provide an update on its subcontracting plan.

#### M.5.7 Notices

The Contractor shall provide written notice to the DSLBD and the District of Columbia Auditor upon commencement of the contract and when the contract is completed.

#### M.5.8 Enforcement and Penalties for Breach of Subcontracting Plan

- (l) A Contractor shall be deemed to have breached a subcontracting plan required by law, if the contractor (i) fails to submit subcontracting monitoring or compliance reports or other required subcontracting information in a reasonably timely manner; (ii) submits a monitoring or compliance report or other required information containing a materially false statement; or  
(iii) fails to meet its subcontracting requirements,
- (2) A Contractor that is found to have breached its subcontracting plan for utilization of CBEs in the performance of a contract shall be subject to the imposition of penalties, including monetary fine in accordance with D.C.

- (3) If the CO determines the Contractor's failure to be a material breach of the contract, the CO shall have a cause to terminate the contract under the default provisions in clause 8 of the SCP, Default.

M.5.9 Offerors responding to this RFP shall be deemed nonresponsive and shall be rejected if the bidder is required to subcontract but fails to submit a subcontracting plan with its bid. Once the plan is approved by the CO, changes to the plan will only occur with the prior written approval of the CO and the Director of DSLBD. Each subcontracting plan shall include the following:

M.5.9.1 A description of the goods and services to be provided by SBEs or, if insufficient qualified SBEs are available, by any certified business enterprises;

M.5.9.2 A statement of the dollar value of the proposal that pertains to the subcontracts to be performed by the SBEs or, if insufficient qualified SBEs are available, by any certified business enterprises;

M.5.9.3 The names and addresses of all proposed subcontractors who are SBEs or, if insufficient SBEs are available, who are certified business enterprises;

M.5.9.4 The name of the individual employed by the prime contractor who will administer the subcontracting plan, and a description of the duties of the individual;

M.5.9.5 A description of the efforts the prime contractor will make to ensure that SBEs, or, if insufficient SBEs are available, that certified business enterprises will have an equitable opportunity to compete for subcontracts;

M.5.9.6 In all subcontracts that offer further subcontracting opportunities, assurances that the prime contractor will include a statement, approved by the Chief Contracting Officer, that the subcontractor will adopt a subcontracting plan like the subcontracting plan required by the contract.

M.5.9.7 Assurances that the prime contractor will cooperate in any studies or surveys that may be required by the Chief Contracting Officer, and submit periodic reports, as requested by the Chief Contracting Officer, to allow the District to determine the extent of compliance by the prime contractor with the subcontracting plan;

M.5.9.8 A list of the type of records the prime contractor will maintain to demonstrate procedures adopted to comply with the requirements set forth in the subcontracting plan, and assurances that the prime contractor will make such records available for review upon the District's request; and

M.5.9.9 A description of the prime contractor's recent effort to locate SBEs or, if insufficient SBEs are available, certified business enterprises, and to award

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M.5.9.10 subcontracts to them.

### M.5.10 Subcontractor Standards

M.5.10.1 A prime contractor shall ensure that subcontractors meet the criteria for responsibility described in D.C. Official Code § 2-353.0 1.