

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. Contract Number		Page of Pages	
						1	13
2. Amendment/Modification Number		3. Effective Date		4. Requisition/Purchase Request No.		5. Solicitation Caption	
GF-2025-R-0020_001		See item 16C				Janitorial Services	
6. Issued By: University of the District of Columbia Capital Procurement Division 4200 Connecticut Avenue, NW, Room C01, Building 38 Washington, DC 20008				Code <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>		7. Administered By (If other than line 6) University of the District of Columbia Capital Procurement Division 4200 Connecticut Avenue, NW, Room C01, Building 38 Washington, DC 20008	
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)				(X)	9A. Amendment of Solicitation No. GF-2025-R-0020		
					9B. Dated (See Item 11)		
					10A. Modification of Contract/Order No.		
					10B. Dated (See Item 13)		
Code <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>		Facility <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. Accounting and Appropriation Data (If Required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14							
<div style="border: 1px solid black; padding: 2px;">A. This change order is issued pursuant to: (Specify Authority)</div> <div style="border: 1px solid black; padding: 2px;">The changes set forth in Item 14 are made in the contract/order no. in item 10A.</div> <div style="border: 1px solid black; padding: 2px;">B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.</div> <div style="border: 1px solid black; padding: 2px;">C. This supplemental agreement is entered into pursuant to authority of:</div> <div style="border: 1px solid black; padding: 2px;">D. Other (Specify type of modification and authority)</div>							
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copy to the issuing office.							
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) Solicitation No. GF-2025-R-0020 for Janitorial Services is hereby amended as follows:  1. Question and Answers (Attachment A). 2. Delete: C.3.1 UDC Student Center Bldg. 56 Replace with: C.3.1 UDC Student Center Bldg. 56 (including Saturdays)  3. Pre-proposal conference sign-in sheet. (Attachment D).  All other terms and conditions remain unchanged.							
Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect							
15A. Name and Title of Signer (Type or print)				16A. Name of Contracting Officer Mary Ann Harris			
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia		16C. Date Signed	
						7/24/2025	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

## Attachment A


**Questions & Answers**  
**GF-2025-R-0020, Janitorial Services**

No.	Question	Response
1	Page 1, item #10 of the of the RFP states: "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," while Section L.5 Proposal Submission (L.1.1) states proposals shall be submitted via email. Please confirm if only the electronic submission of the proposal via email as described is required	Offerors shall submit one (1) signed original of their proposal, Part I – Technical Proposal & Part II – Price Proposal. Submissions should be delivered via email to Michiko Gadson at mgadson@udc.edu. (see attachment A). Additionally, your proposal should be submitted along with the RFP offer letter (Attachment C)..
2	Can you please clarify section B.2, designation for small business set aside market only. Is this RFP as set aside for Certified Business Enterprises (CBE) as certified by the DSLBD? Or a set-aside for certified Small Business Enterprises only? Page 1, item #6 of the RFP states it is a CBE set-aside with a 35% SBE subcontracting requirement.	This RFP is designated only for certified small business enterprises (SBEs) with a requirement that 35% of the work be subcontracted to a small business certified by the D.C. Department of Small and Local Business Development (DSLBD), unless the prime contractor is certified and will perform 100% of the work.
3	If it is a set aside for CBE, is the 35% subcontracting requirement applicable? Will a CBE as certified by DSLBD be required to subcontract to an SBE if they are a designated CBE with LBE/DZE under DSLBD?	No, if the prime contractor is certified and will perform 100% of the work. Please note that the subcontracting plan must be submitted along with your proposal.
4	C.2.1.10 states Firebird Farm at 12001 Old Baltimore Pike, Beltsville MD is a part of the sites to be serviced. Incumbent provides services to East Capitol Urban Farm. Does the scope of work as outlined in the RFP require services at both locations?	The Firebird Farm, located at 12001 Old Baltimore Pike, Beltsville, MD, is the only location for services.
5	Throughout the RFP scope of work, anything up to 8ft in height is to be addressed under regular/daily cleaning efforts. Sections C.4.2.1.2 and C.4.2.1.3 deem surfaces above 7 ft "high cleaning" and tasks are to be executed monthly. Please confirm if high cleaning tasks shall be considered from 7 ft or 8 ft from the floor.	High cleaning tasks are performed above 8 ft from the floor.
6	Is the Supervisor/Onsite Lead required to have their LEED certification at the time of proposal submission or prior to notice of award?	The Supervisor/Onsite Lead is required to have their LEED certification at the time of proposal submission.
7	Section L.5 Proposal Submission, L.1.1 Part II – Financial Proposal states submission should include a Descriptive Financial Proposal in accordance with Section L.2.6, however, L.2.6 only states the proposal will be rejected as non-responsive if not a subcontracting plan as required by law is not included. Please confirm if this information referenced was the intended subsection/requirement with reference to the Financial Proposal.	See attachment B.

8	Should the Technical and Financial Proposals submitted as separate documents within the same submission, or can they be placed together in one singular file?	Yes, please submit two separate packages. Part I should be labeled Technical Proposal, and Part II should be labeled Price Proposal.
9	Is a portion or any of the properties serviced covered by a Collective Bargaining Agreement - union? If so, can you please provide the name of the union?	SEIU Local 32BJ-CAD
10	Will UDC be providing any consumable supplies (toilet paper, paper towels, sanitary hygiene products, sanitary disposal bags, toilet seat liners, hand soap, trash can liners, recycling bin liners, kitchen/coffee area paper towels, air fresheners, urinal screens, deodorizer cartridges, facial tissue, hand sanitizers, gym wipes) or will contractor be responsible for providing these items? Is the contractor allowed to bill the cost of any of these items to UDC?	Yes, the contractor is responsible for providing the mentioned items. Cost for the items indicated is part of the contract.
11	C.2.7.5 and C.3.7.5 ask for at least two past performance evaluations and references. Can the same two be used for both C.2.7.5 and C.3.7.5?	Yes, if the evaluations are based on the requirements in section C.3.
12	Please provide the name and type of sanitizing equipment reflected in C.4.2.1.1 on pages 17-18 of rfp that the university will provide.	KAIVOC Cleaning System, Model #KV2150, Serial #2150-3249
13	Are there any minimum number of vehicles the contractor is to provide?	NONE
14	Page 21 of the rfp states that all corridor sanitizer dispensers shall be serviced and refilled with Purell sanitizer (provided by Janitorial contractor). Can UDC provide the number and type of hand sanitizer dispensers? Also, does UDC expect the hand sanitizer refills to be provided by the contractor and billed back to UDC. Or does UDC want the hand sanitizer cost to be included in the fixed price monthly cost?	Yes, the hand sanitizer refills are provided by the contractor.
15	Can UDC please provide the floor care schedule that is mentioned in the rfp and was mentioned in the pre-proposal call?	The floor care schedule shall be made available to the contractor on board.
16	Page 71 of the rfp mentions Financial Bid Form as Attachment J.10, but J.10 is the Past Performance form. Can you please provide the correct Financial Bid Form to be used?	Please see attachment C.
17	Page 7 of the rfp mentions "Descriptive Financial Proposal in accordance with Section L.2.6" but we do not see anything regarding the financial proposal in L.2.6. Please clarify.	Please see attachment B.
18	Regarding the insurance requirements, for Professional Liability – Would UDC consider waiving this requirement? Our understanding is that this insurance is typically more for industries that are designing plans, building, stamping plans, etc.	No.

19	Provide an annual line-item budget that includes projected monthly payments, total annual payments, and total contract amount. Is this the cost that would be provided on the Financial Bid Form?	The University will not be able to provide an annual line-item budget that includes monthly payments, total annual payments, and the total contract amount.
20	Provide an assessment of the janitorial needs in each building to be served. Please provide some clarity on what UDC is requesting in response to this question.	Assessment of janitorial needs in each building is specified in the scope.
21	Are there any cleaning services required after 10 p.m. at any of the UDC locations?	No cleaning services required after 10:00 p.m.
22	What time do evening classes end?	Evening classes end at 10:00 p.m.

Attachment B

		<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 shall be sent to the email address shown in item 9.C, 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	
Packaging and Markings		D		34	
Inspection and Acceptance		E		35	
Deliveries and Performance		F		36-37	
Contract Administration Data		G		38-43	
Special Contract Requirements		H		44-56	
Contract Clauses		I		57-66	
List of Attachments		J		67	
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).					

## Attachment C



## **L.5 PROPOSAL SUBMISSION**

**Delete:**

**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).

**Replace with:**

**L.5.1** 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).

**Delete:**

### **Part II – Price Proposal**

- Descriptive Financial Proposal in accordance with Section **L.2.6**.

**Replace with:**

### **Part II – Price Proposal**

- Descriptive Financial Proposal in accordance with Section **L.2**.

## **L.5 PROPOSAL SUBMISSION**

- L.5.1** 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 – Price Proposal**

- Completed Financial Bid Form – (Attachment J.10)
- Descriptive Financial Proposal in accordance with Section L.2.
- Completed Attachments J.3, J.4, J.7, J.8, J.9, J.10, and J.11

[Insert Date]

Mary Ann Harris  
University of the District of Columbia  
4200 Connecticut Avenue, NW  
Washington, DC 20008

Attn: Chief Contracting Officer  
Reference: Request for Proposal No. GF-2025-R-0020, Janitorial Services

Dear Mr. Whitaker:

On behalf of [insert name of Bidder], I am pleased to submit this proposal in response to the University of the District of Columbia's Request for Proposal (RFP) No. GF-2025-R-0020, Janitorial Services for the University of the District of Columbia. The Offeror has reviewed the RFP and the attachments to it, as well as any addenda to it, and has conducted due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary to submit its Bid in response to the RFP.

The Offeror's proposal is as follows:

**PRICE SCHEDULE**

The contractor must provide a lump sum price for the following contract line items (CLINs) as described below.

B.4 Contract Line Item No. (CLIN)	ITEM DESCRIPTION	Total Price
001	Base Period	
002	Base Period	
001	Option Year One	
002	Option Year One	
001	Option Year Two	
002	Option Year Two	
001	Option Year Three	
002	Option Year Three	
001	Option Year Four	
002	Option Year Four	
LUMP SUM PRICE		
The Offeror's Price Proposal shall include a detailed breakdown		

Authorized Signature  
Title

## Attachment C