

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



**Consolidated Maintenance Services for Brookland Middle School**

**DCAM-16-NC-0047**

Addendum No. 4  
Issued: December 23, 2015

This Addendum No. 4 is issued and hereby published on the DGS website on December 23, 2015.

**Item # 1 Questions and Answers:**

Responses to questions. **See Attachment A.**

**Item # 2 Amend Section C.3.10 Custodial and Janitorial Services as follows:**

**Add: C.3.10.2 Semi-annual Cleaning Services**

The Contractor shall wash and clean windows, inside and outside, utilizing a squeegee to prevent streaking on a semi-annual basis. The Contractor shall maintain all window and glass door surfaces in a uniformly clean appearance. The Contractor shall clean surfaces on both sides of all interior and plate glass, including spandrel glass, lobby glass, and vestibule doors. Window sashes, sills, woodwork/metalwork and other glass surroundings shall be wiped free of drippings and marks. All glass surfaces shall be maintained clean and free of dirt, dust, streaks, smudges and water spots.

**Item # 3 Amend Section F.3 Deliverables as follows:**

a. Item No. 1 “**C.3.1.1.1 Test Report of Inspection and Testing**”

**Delete:** Within ten (10) days of contract award.

**Replace with:** Within 10 working days of the inspection/testing.

b. Item No. 3 “**C.3.1.1.1.2.1 Thermographic Reporting**”

**Delete:** Within one (1) days of contract award.

**Replace with:** Within 10 working days of the inspection/testing.

c. Item No. 11 “**C.3.1.2.4.1 Report of Compliance**”

**Delete:** Within twenty-four (24) hours of notice.

**Replace with:** Within twenty-four (24) hour of completing the required repair.

d. Item No. 27 “**C.3.4.1.1.1 Testing**”

**Delete:** Weekly; Semi-monthly.

**Replace with:** Within Bi-weekly and Monthly.

e. Item No. 51 “**C.3.8.2.1.1 Initial Deficiency List (IDL)**”

**Delete:** Within fifteen (15) days of contract award.

**Replace with:** Within fifteen (15) days of the contract starts date.

f. Item No. 53 “**C.3.8.2.1.2.2 System Assessment and Inventory Report**”

**Delete:** Within fifteen (15) days of contract award.

**Replace with:** Within forty-five (45) days of the contract starts date.

g. Item No. 96 “**C.3.19.6 Performance Measures System Assessment and Inventory Report**”

**Delete:** Delete in its entirety.

**Replace with:** RESERVED

**Item # 4 Amend Subsection C.3.8.2 Property Inspection and Property Records as follows:**

a. Paragraph C.3.8.2.8 **Equipment Inventory as follows:**

**Delete:** The Contractor shall develop and submit a complete accurate building inventory to the COTR not later than sixty (60) days after contract award.

**Replace with:** The Contractor shall develop and submit a complete accurate building inventory to the COTR not later than forty-five (45) days of the contract start date.

b. Paragraph C.3.8.2.10.2 **Property Records Paragraph** as follows:

**Delete:** Within thirty (30) days of contract award, the Contractor shall transfer property records for the Facility into a computerized data base.

**Replace with:** Within sixty (60) days of contract award, the Contractor shall transfer property records for the Facility into a computerized data base.

**Item # 5 Amend Subsection C.3.16. SERVICE CALL OPERATIONS AND TENANT ENVIRONMENT**

a. Paragraph C.3.16.1.3.1c **Emergency Service Calls** as follows:

**Delete** Respond to service calls involving areas listed in Attachment J.14 as “High Priority Areas in the Building,” shall require an emergency response to any service call, repair, adjustment, or other problem(s) identified to the Contractor by the District or the tenant agency; and

**Replace with:** Respond to service shall require an emergency response to any service call, repair, adjustment, or other problem(s) identified to the Contractor by the District or the tenant agency; and

b. Paragraph C.3.16.1.8.2.1 **Service Call Log**

**Delete:** The Contractor shall submit a sample service call log form to the COTR for approval five (5) days after contract award.

**Replace with:** The Contractor shall submit a sample service call log form to the COTR for approval within ten (10) days of the contract start date.

**Item # 6 Amend Subsection C.3.19. Consolidated Maintenance Services Personnel and Administrative Requirements**

a. Paragraph C.3.19.1.5.4.3 **Security Clearance Requirements** as follows:

**Delete** The District will make its best efforts to process the security information in twenty (20) days, but if the screening process takes longer than twenty (20) days,

**Replace with:** The District will make its best efforts to process the security information in twenty (20) days, but the screening process can or may takes longer than twenty (20) days.

**b. Paragraph C.3.19.1.14 Payroll Records**

**Delete:** The Contractor shall provide a certified copy of the Contractor's last payroll prior Upon request in writing by the COTR, within five (5) working days, furnish to date of said request. .

**Replace with:** The Contractor shall provide a certified copy of the Contractor's last payroll upon request by the COTR in writing, within five (5) working days

Item # 7 The proposal due date is amended as follows:

**Delete:** All references to proposal due date or submission date on the cover page, Sections L.3.1, Addendum No. 2 and Addendum No. 3.

**Replace with:** December 30, 2015 at 2:00 pm

  
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Kimberly Gray  
Supervisor, Goods and Services

  
\_\_\_\_\_  
Date

- End of Addendum No. 4 -

Questions in response to CM Services for Brookland MS	Answers
Will contractor be responsible for any gym equipment?	Yes
Will the Government provide a lift for gym equipment or other high ceilings?	No lift will be provided
What is a waste generator as stated in question 49?	A Waste Generator is a vendor that properly dispose of hazardous materials (e.g. fluorescent lights; ballasts; waste oil from refrigeration equipment; etc.).
In the skills requirement for the chief engineer it calls for that person to have a "Pool Operator License". Is this required?	No.
Will information on equipment warranties be provided prior to bid submission?	No. This information will be provided when the contract is awarded.
Is on-site storage available for snow/landscape equipment?	Yes, but the space is limited.
Will the results of the load test be provided prior to bid submission?	No. This information will be provided when the contract is awarded.
Does the landscape and green roof warranty extend beyond December 2015?	Yes. This is considered to be a callback.
Will you be using SmartDGS at Brookland Middle School? Will SMART DGS be operational prior to contract award?	Yes. SMARTDGS is currently operational, however access will not be provided until contract is awarded.
Under Section C.3.11.7, a District representative must be present whenever fertilization is being applied? Who is the POC and how much advance notice is needed?	Reginald Green is the Point of Contact Minimum of two weeks notice should suffice.
Can the onsite supervisor and the Chief be the same person?	No.
Please provide scope of work for trash removal and recycling. The Q&As say CMC is responsible but there was no information provided in RFP.	Trash/recycling is not the responsibility of the CMC for the schools.
Is CMC responsible for maintain rainwater harvest system?	Yes.
Is the contractor responsible for window washing? Please provide scope of work for window washing.	Refer to Addendum No. 4 Item # 2.
Will DGS provide the as-builts for the equipment and systems schedules?	Yes. This is considered to be a callback.
C.3.1.1.1 states that the test report of inspection of testing (electrical system) must be submitted within 10 working days of the inspection and testing. Section F says that this report is due within 10 days of contract award. Please clarify.	Refer to Addendum No. 4 Item # 3a.
C.3.1.1.2 states "Should an UPS in a facility be designated for maintenance by the Contractor under the terms of this contract..." For this school, is the UPS designed for maintenance by the contractor? What is the number of UPS system modules to be maintained by the contractor?	All components necessary for building operations are expected to be maintained. We can treat as a reimbursable for the first year and cover under base building for option years.
C.3.1.1.1.2.1 states that a report on thermographic scanning be presented within 10 working days after the testing. Section F states that this report must be submitted within 1 day of the test. Please clarify,	Refer to Addendum No. 4 Item # 3b.
C.3.1.1.3 includes the sentence "Plan for specialized hearing impaired within the school" within the description of the standards for maintenance of the school's electrical system. Please clarify.	Upon award, the CMC will provide DGS with a proposed maintenance plan for specialized equipment
C.3.1.2.4.1 requires that a report of compliance (of repair of a defect) within 24 hours of completing the repair. Section F states that this report must be submitted within 24 hours of receiving the notice. Please clarify.	Refer to Addendum No. 4 Item # 3c.
C.3.4.1.1.1.1 sets forth requirements for bi-weekly and monthly inspections of elevators. Section F characterizes these in sections as weekly, instead of bi-weekly. Which is correct?	Refer to Addendum No. 4 Item # 3d.
C.3.8.2.1.1 states that the Initial Deficiency List is to be compiled "... after the transition period and post-construction...". Section F requires this report to be completed within 15 days of contract award. Please clarify.	Refer to Addendum No. 4 Item # 3e.

C.3.8.2.1.2.2 states that a system assessment and inventory report be completed with 45 days of contract award. Section F requires this report to be submitted within 15 days of contract award. Which is correct?	Refer to Addendum No. 4 Item # 3f.
C.3.8.2.8 requires the development of a building equipment inventory report within 60 days of contract award. Section F establishes this deadline as 45 days of contract award. Please clarify.	Refer to Addendum No. 4 Item # 4a.
17. C.3.8.2.10.2 states "Within thirty (60) days..." Is the deadline 30 days or 60 days?	Refer to Addendum No. 4 Item # 4b.
C.3.9.1 states that "Buildings with unique services that must continue government operations during emergency conditions..." shall be treated (re "timing of snow removal") as directed by the COTR. Does this provision apply to the Brookland Middle School?	Yes.
C.3.11.15.1 requires than a report of the initial water treatment analysis be submitted within 15 days of contract start, Section F requires that it be submitted within 15 days of contract award. Please clarify.	15 days of the contract start date.
C.3.14.1.2.4.a requires the contractor to maintain an Integrated Pest Management Logbook on site. Section F requires this to be submitted within 10 days of contract award. Please clarify.	Within 10 days of the contract start date, the Pest management log book should be in place.
C.3.15.1 describes the contractor's responsibility regarding making needed keys. Will the contractor be provided the authorization letter to make needed keys, or does the contractor have to get key blanks from the COTR?	The COTR in conjunction with the DCPS Liaison will work to provide all the necessary documentation for the procurement of any key blanks
C.3.16.1.3.1.c describes service calls in High Priority Areas, and refers to Attachment J.14 for the definition of such areas. Attachment J.14 does not list High Priority Areas. What are they?	Refer to Addendum No. 4 Item # 5a.
C.3.16.1.8.2.1 requires the contractor to submit a sample service call log within 5 days of contract award. Section F requires this to be submitted within 10 days of contract award. Which is correct?	Within 10 days of the contract start date, the service call log should be in place
C.3.16.1.9.2 is a heading in the RFP, but there is no content. Please supply the missing content.	Refer to Addendum No. 4 Item # 5b.
C.3.17.1.1 describes the content of a Green Building Maintenance Proposal: that content is to include a Green Cleaning Plan and Waste Stream Management. However, these responsibilities are not included in this RFP. Will the specifications for the Plan be modified?	Green cleaning and waste management do not fall under the responsibilities of the CMC
C.3.19.1.5.4.2 requires the contractor to provide security information 20 days in advance of the assignment of a new employee. The last sentence of that section ends in a comma. Please supply the missing clause.	Refer to Addendum No. 4 Item # 6a.
C.3.19.1.14 deals with the reporting of payroll records. The first sentence is evidently missing a line. Please clarify.	Refer to Addendum No. 4 Item # 6b.
C.3.19.3.2 states that the Normal Occupant Working Hours are in Attachment J.9, but they are not there. What are the Normal Occupant Working Hours, including weekdays, weekends, and vacations.	The Normal Occupant Working Hours are Monday - Friday (6am - 9pm) and weekend and vacations as needed basis.
C.3.19.3.4.ii states that facilities that provide special and unique services may require building services on holidays – at no extra cost to the District. Can you provide the historic frequency of such requirements?	This is related to city-wide emergencies where a facility may be used as a shelter.

C.3.19.4.4 provides for the requirement to provide services during periods of dismissal or emergency, including the possible requirement to have all Contractor personnel report immediately to the site. Please confirm that such situations will be handled as reimbursable services.	Yes. This is considered to be a callback.
C.19.5.2.1 includes janitorial services in the inspection system. Is the contractor required to inspect janitorial services?	No.
C.3.19.6 is a discussion of the purpose of performance measures, and does not require any action by the contractor, but there is a report deadline in Section F. Please clarify.	Refer to Addendum No. 4 Item # 6c.
C.3.20.1.1 states that, for Reimbursable Repairs, the Contractor will not be permitted to mark up the direct cost. C.3.20.1.5, which does not have a title, permits the application of G&A and negotiated profit (not to exceed 10%), and at its end, cites a District estimate of the repair. C.20.3.g.1 states the, for Reimbursable Service for Repair, the contractor is not allowed a markup above the Direct Cost. Please clarify under what circumstances the contractor is permitted to apply G&A and profit to reimbursable work.	A contractor may charge a markup not to exceed 10% for repair services performed by a subcontractor.
C.3.20.1.5 also states "There shall be only one markup ... per repair/proposal during the life of the contract. Is our interpretation that the markup is to remain the same for the life of the contract correct?	Yes.
Section F – List of Deliverables, includes a number of items (for example, items relating to oil and gas burning equipment)that are not included in the Statement of Work Section C, and does not include some items (for example, Variable Refrigerant Flow Systems) that are in Section C. Will the List of Deliverables be revised to parallel Section C?	Yes. Information will be provided in the building documents for review
H.13.3 states that DGS will supply office space. It also states that telephone and internet access must be supplied by the contractor, "unless it is already present in the space...". Are telephone and internet access already present in the space?	Yes, however if the need for outside networking arises, the CMC will be responsible. Networking within the school is the DCPS network that limits certain websites
is there onsite parking for the contractor? If so, how many spaces?	Yes. 4-5 spaces can be provide. With the possibility of more if needed.