


AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1 1	
2. Amendment/Modification Number GF-2015-R-0035-0001	3. Effective Date October 1, 2015	4. Requisition/Purchase Request No.		5. Solicitation Caption See Below Caption	
6. Issued By: University of the District of Columbia Office of Contracts and Procurement - Capital Procurement Division 4200 Connecticut Avenue, NW, Bldg. 39 Suite 200C Washington, DC 20008		Code	7. Administered By (If other than line 6) University of the District of Columbia Office of Contracts and Procurement - Capital Procurement Division 4200 Connecticut Avenue, NW, Bldg. 39 Suite 200C Washington, DC 20008		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)			9A. Amendment of Solicitation No. GF-2015-R-0035	9B. Dated (See Item 11) 9/24/2015	
Code			X	10A. Modification of Contract/Order No.	
Facility				10B. Dated (See Item 13)	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
A. This change order is issued pursuant to: (Specify Authority)					
The changes set forth in Item 14 are made in the contract/order no. in Item 10A.					
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) set forth in Item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.					
C. This supplemental agreement is entered into pursuant to authority of:					
X D. Other (Specify type of modification and authority) Title 8, DCMR, Section 3016.3					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copy to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) Request for Proposals No. GF-2015-B-0035 for Janitorial Services is hereby amended as follows:					
1. Add Contract Line Item Number 0003 for Porter Services as described in Attachment 1 of this amendment.					
2. Revise Section B of the solicitation to include Contract Line Item Number 0003 for Porter Services (See Attachment 2 of this amendment).					
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 EDDIE WHITAKER		
15B. Name of Contractor (Signature of person authorized to sign)		15C. Date Signed	16B. District of Columbia 		16C. Date Signed 10-1-15

ATTACHMENT NO. 1

TO

AMENDMENT NO.1 OF RFP NO. GF-2015-R-0035 FOR JANITORIAL SERVICES

ADD SECTION C.5 PORTER SERVICE AS FOLLOWS:

C.5 PORTER SERVICE

The Contractor will provide four (4) porters during business hours (Monday through Friday 8am – 5pm) excluding recognized holidays. A replacement is required with absence or scheduled time off for assigned staff. 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, move heavy pieces of equipment and machinery when assigned.
2. Assist in assembly and disassembly of furniture, furnishings, etc.
3. The Contractor shall provide the University's Contract Administrator with a daily roster of all porters available.
4. Perform warehouse duties such as palletizing material, loading and unloading trucks, labeling items/property etc.
5. Assist maintenance personnel with special projects.
6. Porters shall not perform daily basic cleaning services to substitute for the absence of cleaning personnel.
7. Perform conference style set-ups for university functions. Arrangement of table, chairs, podiums, and other items used in group gatherings.

C.5.1 PORTER PERSONNEL REQUIREMENTS:

1. All porters must obtain UDC campus ID;
2. Successfully pass background screen and drug test;
3. Be able to lift 50 lbs (with proper lifting techniques);
4. Demonstrate UDC acceptable customer service skills at all times at UDC facilities; and
5. Provide and use safety equipment (safety eyewear, gloves, back-brace, earplugs, kneepads, etc.).

ATTACHMENT NO. 2
TO
AMENDMENT NO. 1 OF RFP NO. GF-2015-R-0035
FOR JANITORIAL SERVICES

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 (the “University”) is seeking a contractor to provide janitorial services to the University campuses.

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

This Request for Proposals (RFP) is designated only for certified small business enterprise (SBE) bidders under the provisions of the “Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act, effective October 20, 2005 (D.C. Law 16-33; D.C. Official Code §2-218.01 et seq.) as amended.

B.3 The University contemplates aggregate award of a single fixed priced performance based contract in accordance with Title 8 DCMR Chapter 30 §3021.4(a) and Title 8 DCMR §3021.4(e) for the services specified in Section C.

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 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

CLIN	DESCRIPTION	QTY.	UNIT/MONTH	TOTAL
		NTE		
0001	The contractor shall provide janitorial services in accordance with Section C.2.	12	\$	\$

CLIN	DESCRIPTION	QTY.	UNIT/MONTH	TOTAL
		NTE		
0002	The contractor shall provide janitorial services in accordance with Section C.3.	12	\$	\$

CLIN	DESCRIPTION	QTY	UNIT/MONTH	TOTAL
		NTE		
0003	The contractor shall provide porter services pursuant to Section C.5.	12		

TOTAL PRICE FOR CLINS 0001 THRU 0003 FOR BASE PERIOD:

\$ _____

TOTAL PRICE IN WORDS FOR CLINS 0001 THRU 0003 FOR BASE PERIOD

OPTION YEAR ONE

CLIN	DESCRIPTION	QTY	UNIT/MONTH	TOTAL
		NTE		
0001	The contractor shall provide janitorial services in accordance with Section C.2.	12	\$	\$

CLIN	DESCRIPTION	QTY	UNIT/MONTH	TOTAL
		NTE		
0002	The contractor shall provide janitorial services in accordance with Section C.3.	12	\$	\$

CLIN	DESCRIPTION	QTY	UNIT/MONTH	TOTAL
		NTE		
0003	The contractor shall provide porter services in accordance with Section C.5.	12	\$	\$

TOTAL PRICE FOR CLINS 0001 THRU CLINS 0003 FOR OPTION YEAR ONE

\$ _____

TOTAL PRICE IN WORDS FOR CLINS 0001 THRU 0003 FOR OPTION YEAR ONE

OPTION YEAR TWO

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

CLIN	DESCRIPTION	QTY	UNIT/MONTH	TOTAL
		NTE		
0002	The contractor shall provide janitorial services in accordance with Section C.2	12	\$	\$

CLIN	DESCRIPTION	QTY	UNIT/MONTH	TOTAL
		NTE		
0003	The contractor shall provide porter services in accordance with Section C.5.	12	\$	\$

TOTAL PRICE FOR CLIN 0001 THRU 0003 FOR OPTION YEAR TWO:

\$ _____

TOTAL PRICE IN WORDS FOR CLIN 0001 AND 0003 FOR OPTION YEAR TWO

OPTION YEAR THREE

CLIN	DESCRIPTION	QTY	UNIT/MONTH	TOTAL
		NTE		
0001	The contractor shall provide janitorial services in accordance with Section C.2.	12	\$	\$

CLIN	DESCRIPTION	QTY	UNIT/MONTH	TOTAL
		NTE		
0002	The contractor shall provide janitorial services in accordance with Section C.3.	12	\$	\$

CLIN	DESCRIPTION	QTY	UNIT/MONTH	TOTAL
		NTE		
0003	The contractor shall provide porter services in accordance with Section C.5.	12	\$	\$

TOTAL PRICE FOR CLIN 0001 THRU 0003 FOR OPTION YEAR THREE:

\$ _____

TOTAL PRICE IN WORDS FOR CLIN 0001 AND 0003 FOR OPTION YEAR THREE

OPTION YEAR FOUR

CLIN	DESCRIPTION	QTY	UNIT/MONTH	TOTAL
		NTE		
0001	The contractor shall provide janitorial services in accordance with Section C.2.	12	\$	\$

CLIN	DESCRIPTION	QTY	UNIT/MONTH	TOTAL
		NTE		
0002	The contractor shall provide janitorial services in accordance with Section C.3.	12	\$	\$

CLIN	DESCRIPTION	QTY	UNIT/MONTH	TOTAL
0003	The contractor shall provide porter services in accordance with Section C.5.	12	\$	\$

TOTAL PRICE FOR CLIN 0001 THRU 0003 FOR OPTION YEAR FOUR:

\$ _____

TOTAL PRICE IN WORDS FOR CLIN 0001 THRU 0003 FOR OPTION YEAR FOUR

TOTAL PRICE FOR BASE PERIOD + OPTION YEARS 1 THRU 4:

\$ _____

B.5 An offeror responding to this solicitation shall submit with its proposal, a notarized statement detailing any subcontracting plan required by law. Proposals responding to this RFP shall be deemed nonresponsive and shall be rejected if the bidder fails to submit a subcontracting plan that is required by law. For contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted in accordance with section H.9.