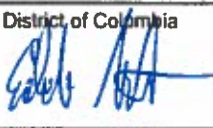


AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1 1	
2. Amendment/Modification Number GF-2015-R-0035-0004	3. Effective Date October 22, 2015	4. Requisition/Purchase Request No.		5. Solicitation Caption Janitorial Services	
6. Issued By: University of the District of Columbia Office of Contracts and Procurement - Capital Procurement Division 4200 Connecticut Avenue, NW, Bldg. 38 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 38 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 24-Sep-15		
Code			10A. Modification of Contract/Order No.		
Facility			X 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, Chapter 30, Section 3017.3					
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-R-0035 for Janitorial Services is hereby amended as follows:					
1. To provide answers to questions from prospective Offerors through Attachment A to this amendment.					
2. No further questions will be entertained regarding this solicitation.					
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		15C. Date Signed	16B. District of Columbia 		16C. Date Signed 10-23-15
(Signature of person authorized to sign)		(Signature of Contracting Officer)			

**ATTACHMENT A
TO AMENDMENT NO. 4 OF RFP NO. GF-2015-R-0035
FOR JANITORIAL SERVICES AT UDC
QUESTIONS & ANSWERS**

1. We want to confirm that the presentation due date is on October 15th, 2015 and if the time is 2:00 pm

ANSWER:

The proposal submission due date and time is Friday, October 30, 2015 not later than 2:00 P.M.

2. We need to know if the LEED Certification is required being that it's directed for construction companies.

ANSWER

The custodial company may not be required to be LEED certified, however they must follow the requirements established by USGBC for documenting their activities.

3. On the point where you ask the contractors to provide the walk off mats. Please let us know which characteristics must the mats have, and how many are needed for the entrances.

ANSWER

This is a Request for Proposals and as such we want you to tell us what you propose to provide.

4. Please let us know if we will have access to the questions and replies from the other vendors.

ANSWER

Yes. All questions and answers are combined and issued together as in this amendment.

5. We would also like to know if the only competitors will be the ones that assisted the pre-conference meeting.

ANSWER

Competitors are not restricted to those who attended the pre-proposal conference.

6. Kindly let us know the schedule for the walkthroughs.

ANSWER

The walk-through schedule is attached as Exhibit 1. Also see Amendment No. 3.

7. Please let us know if you have a history of paper supplies used at each building or the occupancy at each building.

ANSWER

No history of paper supplies used at each building is available. The occupancy in each building is also not available.

8. While reviewing RFP, The requirements for the student center are identical to other buildings. Can the one table be a reference for both CLINS?

ANSWER

The requirements are mostly those provided and/or required in previous contracts for your information. You are to submit a proposal that tells us what you plan to offer based on your needs assessment, performance standards, and quality assurance plan.

9. Does the CLIN 002 section C.3.2 require us to insert the same charts for C.2.1?

ANSWER

Section C.2.1 requires a needs assessment and Section C.3.2 requires a corrective action plan for those needs identified in the needs assessment. One identifies what is wrong or needs improvement and the other a plan to fix or improve it. The information can be combined in one chart that clearly distinguishes which is which.

10. Will onsite lead/ be able to manage student center and main campus or does separate candidates need to be submitted?

ANSWER

If you are referring to the manager/lead for the Janitorial Services, the candidate may be the same but will need to understand the specific requirements (established by USGBC) for the Janitorial Services in a LEED Platinum building and how services will need to be done differently than the other buildings on campus.

11. Who is the current contractor?

ANSWER

Motir Service, Inc.

12. Could you provide the current contract price?

ANSWER

\$998,041.58 for four months not including the New Student Center for which janitorial services are not currently being provided.

13. Confirm whether UDC intended to have a Bid Bond for 5%, a performance bond for 100% and a payment bond of 50% - this is highly irregular for janitorial and especially for CBE's?

ANSWER

Yes. Based on our past experiences we have decided that it is in the best interest of the University to include the referenced security bonds.

14. There is no format listed in the RFP, should we create our own format?

ANSWER

Yes. You are free to create your own format but responsible for ensuring that all requirements are clearly addressed in a manner that the members of the Technical Evaluation Panel cannot miss to facilitate scoring on each factor and sub-factor. It is recommended that you avoid generalizing and answers without supporting documentation to which you have clearly identified where to locate it in your proposal. However, inclusion by specific reference to solicitation Section number, into your proposal the requirements of past contracts is acceptable.

15. There is a statement in L.15.1 that states that the supervisor has to be LEED certified and have the ability to operate and maintain MEP equipment – this is not related to Janitorial?

ANSWER

Please see answer to question No. 2 above.

16. Provide clarity on the assessment of needs that is in section C.2 – do they want an assessment for each building and a corresponding corrective action plan for each as well?

ANSWER

Yes. Please also see answer to question number 14 above.

17. Due to Monday October 12, 2015 being a holiday, are you going to change the due date?

ANSWER

The proposal submission due date has been extended to Friday, October 30, 2015 not later than 2:00 p.m.

18. Is this solicitation an RFP as noted on Page 1 or an IFB as noted twice in section 1. 10 (pg 58 and 73)?

ANSWER

The solicitation is a Request for Proposals (RFP). The references to an IFB should be disregarded and RFP should be acknowledged instead.

19. Is there a page limit for each section, technical and price proposal?

ANSWER

It is preferred that the technical proposal not exceed 25 pages, not counting attachments, and the price proposal not exceed 10 pages, not counting attachments. However, Offerors are encouraged to submit their best presentation.

20. What is the format of the technical (font size, margins)?

ANSWER

The preferred font size is at least 12 points and margins one inch all around.

21. The proposal is silent on the exterior window cleaning. Please clarify.

ANSWER

This is a request for proposals in which you are to offer services. Therefore, please describe the services that you propose taking into consideration of all of the requirements in this solicitation relative to all services.

22. "Section C.2.2 states "provide a corrective action chart, with timetables for completions, for the findings in section C.2.1." Section C.2.1 states "Provide an assessment of the janitorial needs in each building to be served which are located at:" Could UDC clarify, what "assessment" is required, and should the "assessment" be placed in the technical or is this document to be submitted after award? On the same token should Section C2.3 through C.2.8 be addressed in the technical or after award.

ANSWER

You have answered your question with your question, i.e., "provide an assessment of the janitorial needs in each building to be served ..." The assessment should be a part of your technical proposal prior to award for evaluation purposes. Everything in Section C not exclusive to price should be addressed in the technical proposal submitted not later than the date and time specified in the solicitation for receipt of proposals, not after award.

Also, can you provide to us the seniority list for the UNION cleaners currently working at UDC?

ANSWER

No.