



# WELCOME

## Pre-Proposal Conference

### Consolidated Maintenance Services for the Administrative Office of the Department of Motor Vehicles (DMV) and the Department of Employment Services (DOES)

Solicitation No. DCAM-21-NC-RFP-0013

Thursday, March 25, 2021

# DISCLAIMER



- The information contained in this presentation is for informational purposes only.
- In the event of a discrepancy between the information contained herein and the RFP documents, the RFP documents will take precedence.
- Remarks and explanations during this conference do not qualify or amend the terms of the solicitation.
- Nothing stated at the pre-proposal conference shall change the solicitation unless the change is made by the Contracting Officer by a written amendment.

# REMINDERS



- Sign-in
- Mute audio settings
- Disable video feed
- Reserve questions until end of presentation
- Activate “raised hand feature” during Q&A
- In-meeting chat function to host and/or all participants
- All verbal questions are to be submitted to Contract Specialist for a formal response.

# AGENDA



- Introductions
- Purpose
- Procurement Schedule
- Project Description
- Proposal Submission Requirements
- Evaluation Criteria
- Q&A



## ➤ **Contracts and Procurement**

- Kimberly Gray                      Contracting Officer
- Karen Araujo                      Contract Specialist

## ➤ **Facilities Management Division**

- Leyland Grant                      Area Manager & COTR (DMV)
- Robin Teasley                      Building Mgmt. Specialist & COTR (DOES)

# PURPOSE



- To inform potential offerors about the RFP
- To provide potential offerors clarity and direction as it relates to the RFP
- Offer potential offerors a platform to discuss and ask questions

# PROCUREMENT SCHEDULE



- **Issue Date:** March 18, 2021
- **Pre-Proposal Conference:** March 25, 2021
- **Site Visits:** **Pre-register required no later than 2pm on March 26, 2021**  
Potential Offerors should receive email confirmation no later than COB March 26<sup>th</sup>.
- **Last day for Questions:** April 5, 2021
- **Proposal Due Date:** April 19, 2021 at 10:00 a.m.

# PROJECT DESCRIPTION



## ➤ Overview

- Department intends to award two (2) Contracts (one for each Facility).
- Contract is for a Base Period (DMV) or Base Year (DOES); and up to four (4) additional option years.
- Firm-fixed fully loaded price contract for monthly basic services.
- Cost reimbursement component for supplemental services on an hourly rate (time and material).

## ➤ Consolidated Maintenance Services

- Building maintenance and operation services
- Include all management, supervision, labor, materials, repair parts, tools and equipment/supplies, administrative support, etc.
- Ensure effective performance of OM&R services; include electrical, mechanical, plumbing, etc.



# PROJECT DESCRIPTION



## ➤ **SBE Set-Aside Participation**

- Contracts in excess of \$250k unrelated to District's response to COVID-19 emergency but entered into during COVID-19 emergency, must subcontract at least 50% of dollar volume of contract to SBEs.

## ➤ **Joint Venture Exclusion**

# PROPOSAL SUBMISSION REQUIREMENTS



- Proposals are due on April 19, 2021 no later than 10:00 a.m. via electronic submission to [DGS.GOODS-SERVICES@DC.GOV](mailto:DGS.GOODS-SERVICES@DC.GOV).
- Refer to Section L and M of the RFP and Attachments J.11A and J.11B.
- Offerors may submit a proposal for one or both Facilities; however, each Technical proposal must clearly demonstrate capacity to provide services for a single facility and/or both facilities.
- **Proposal Organization and Content**
  - “Proposal in Response to Solicitation No. DCAM-21-NC-RFP-0013A, Consolidated Maintenance Services for the DMV”
  - “Proposal in Response to Solicitation No. DCAM-21-NC-RFP-0013B: Consolidated Maintenance Services for the DOES”

# PROPOSAL SUBMISSION REQUIREMENTS



- **Volume I – Technical Proposal AND Compliance Documents**
  - Cover Page must include official name of the offeror
  - Table of Contents
  - Pages must be numbered consecutively
  - Proposals typewritten in 12-point font size
  - Submitted in organized manner
    - Past Performance
    - Relevant Experience
    - Project Team Qualifications and Resumes
    - Management Plan
  - Page limit of 100 pages (excluding resumes and/or any exhibits)
  
- **Volume II – Price-Cost Proposal**
  - Submit as both .xls (Attachment J.11A &B) and .pdf format.

# PROPOSAL SUBMISSION REQUIREMENTS



## ➤ Price Schedule - DMV (Attachment J.11A)

CLIN	DESCRIPTION	UNIT	COST	QTY	EXTENDED COST
<b>0001</b>	<b>BASIC SERVICES</b>				
0001AA	Electrical Services [C.5.1]	MTLY		12	\$ -
0001AB	Mechanical Services [C.5.2]	MTLY		12	\$ -
0001AC	Plumbing Services [C.5.3]	MTLY		12	\$ -
0001AD	Elevator and Lifts and Escalators Services [C.5.4]	MTLY		12	\$ -
0001AE	Energy Management Control Systems Services [C.5.5]	MTLY		12	\$ -
0001AF	Fire Protection Systems [C.5.6]	MTLY		12	\$ -
0001AG	Architectural and Structural Services [C.5.7]	MTLY		12	\$ -
0001AH	Operations, Maintenance, Repair and Improvement Services [C.5.8]	MTLY		12	\$ -
0001AI	Reserved [C.5.9]				
0001AJ	Custodial and Janitorial Services [C.5.10]	MTLY		12	\$ -
0001AK	Reserved [C.5.11]				
0001AL	Reserved [C.5.12]				
0001AM	Reserved [C.5.13]				
0001AN	Pest Control Services [C.5.14]	MTLY		12	\$ -
0001AO	Locksmith Services [C.5.15]	MTLY		12	\$ -
0001AP	Service Call Operations and Tenant Environment [C.5.16]	MTLY		12	\$ -
0001AQ	Special Services [C.5.17]	MTLY		12	\$ -
<b>0002</b>	<b>Transition Phase Services [C.5.19.8.2.1.1]</b>	<b>FLAT RATE</b>		<b>1</b>	<b>\$ -</b>
<b>TOTAL BASIC SERVICES</b>					<b>\$ -</b>

# PROPOSAL SUBMISSION REQUIREMENTS



## ➤ Price Schedule - DOES (Attachment J.11B)

CLIN	DESCRIPTION	UNIT	COST	QTY	EXTENDED COST
<b>0001</b>	<b>BASIC SERVICES</b>				
0001AA	Electrical Services [C.5.1]	MTLY		12	\$ -
0001AB	Mechanical Services [C.5.2]	MTLY		12	\$ -
0001AC	Plumbing Services [C.5.3]	MTLY		12	\$ -
0001AD	Elevator and Lifts and Escalators Services [C.5.4]	MTLY		12	\$ -
0001AE	Energy Management Control Systems Services [C.5.5]	MTLY		12	\$ -
0001AF	Fire Protection Systems [C.5.6]	MTLY		12	\$ -
0001AG	Architectural and Structural Services [C.5.7]	MTLY		12	\$ -
0001AH	Operations, Maintenance, Repair and Improvement Services [C.5.8]	MTLY		12	\$ -
0001AI	Snow and Ice Removal Services [C.5.9]	MTLY		12	\$ -
0001AJ	Custodial and Janitorial Services [C.5.10]	MTLY		12	\$ -
0001AK	Landscaping Services [C.5.11]	MTLY		12	\$ -
0001AL	Reserved [C.5.12]				
0001AM	Reserved [C.5.13]				
0001AN	Pest Control Services [C.5.14]	MTLY		12	\$ -
0001AO	Locksmith Services [C.5.15]	MTLY		12	\$ -
0001AP	Service Call Operations and Tenant Environment [C.5.16]	MTLY		12	\$ -
0001AQ	Special Services [C.5.17]	MTLY		12	\$ -
<b>0002</b>	<b>Transition Phase Services [C.5.19.8.2.1.1]</b>	<b>FLAT RATE</b>		<b>1</b>	<b>\$ -</b>
<b>TOTAL BASIC SERVICES</b>					<b>\$ -</b>

# PROPOSAL SUBMISSION REQUIREMENTS



## ➤ Price Schedule (Attachment J.11)

B.4.1.2 REIMBURSABLE SERVICES						
CLIN	DESCRIPTION	UNIT	COST	QTY	EXTENDED COST	
<b>0003</b>	<b>REIMBURSABLE SERVICES (C.5.20)</b>					
0004	Electrician	HRLY		1	\$	-
0005	Electrician - Overtime	HRLY		1	\$	-
0006	Electrician - Emergency Callback	HRLY		1	\$	-
0007	Emergency Generator Technician	HRLY		1	\$	-
0008	Emergency Generator Technician - Overtime	HRLY		1	\$	-
0009	Emergency Generator Tech.- Emergency Callback	HRLY		1	\$	-
0010	HVAC Technician	HRLY		1	\$	-
0011	HVAC Technician - Overtime	HRLY		1	\$	-
0012	HVAC Technician - Emergency Callback	HRLY		1	\$	-
0013	Oil & Gas Systems Technician	HRLY		1	\$	-
0014	Oil and Gas Systems Technician - Overtime	HRLY		1	\$	-
0015	Oil and Gas Systems Tech. - Emergency Callback	HRLY		1	\$	-
0016	Fire Alarm Maintenance	HRLY		1	\$	-
0017	Fire Alarm Maintenance - Overtime	HRLY		1	\$	-
0018	Fire Alarm Maintenance - Emergency Callback	HRLY		1	\$	-
0019	Plumber	HRLY		1	\$	-
0020	Plumber - Overtime	HRLY		1	\$	-
0021	Plumber - Emergency Callback	HRLY		1	\$	-
0022	Elevator Technician	HRLY		1	\$	-

# PROPOSAL SUBMISSION REQUIREMENTS



- **DSLBD SBE Subcontracting Form**
  - Base Period/Year AND each Option Year
  - Fully and accurately completed
  - Failure to do so may be sufficient to render proposal non-responsive
  
- **DOES First Source Employment Agreement & Plan**
  - Must be accepted by DOES prior to start of services
  - Contracts valued at \$300,000 or more
  
- **Insurance Requirements**
  - COI must be submitted within 7-10 days from Notice of Award
  - ORM must approve COI prior to execution of Contract

# EVALUATION CRITERIA



- **Technical Evaluation Factors**
  - Factor A: Past Performance 5 points
  - Factor B: Relative Experience 25 points
  - Factor C: Project Team Qualifications & Resume 15 points
  - Factor D: Management Plan 35 points
  - Total Maximum Technical Points Allowable 80 points
  
- **Price** 20 points
  
- **CBE Preference Points** up to 12 points
  
- **Total Possible Points** **112 points Max**



# EVALUATION CRITERIA



## ➤ Technical Rating Scale

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.



# QUESTIONS?



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