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Geoffrey A. Mack
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AMENDMENT NO. 03

TO: ALL PROSPECTIVE BIDDERS

**AMENDMENT
ISSUE DATE:** April 17, 2025

SUBJECT: Solicitation No. DCSC-25-RFP-046
DC Courts Janitorial Services

**PROPOSAL
SUBMISSION
DATE:** Tuesday, May 20, 2025, by 2:00 PM
Eastern Standard Time

Solicitation Notices:

Amendment No. 03 contains significant date changes, important information, attachments, building floor plans, and responses to several questions. We will post another addendum if additional information becomes available.

1. **New Submission Date:** Tuesday, May 20, 2025, by 2:00 PM
2. **NOTICE of CBA:** The employees under the current vendor contract are covered under a CBA between the current contractor, N&M Contractors, LLC, and Services Employees International Union, Local 32BJ. See **Attachment A**
3. **Wage Determination No.** 2015-4281, Rev No. 32, Date of Last Revision: 12/23/2024. **Attachment B**
4. **Building Floor Plans:** See **Attachment C**
5. **Pricing Sheet:** Updated pricing sheet with the correct square footage, see **Attachment D**

6. Response to questions:

The questions and responses in this addendum include most of the questions asked and all the information the Courts have available to provide.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

One (1) copy of this amendment is being sent to all prospective Offerors. The prospective Offeror shall sign below and attach a signed copy of this amendment to each proposal to be submitted to the Courts in response to the subject solicitation or otherwise acknowledge this amendment with the signed offer as stated in the original solicitation documents. Proposals shall be delivered in accordance with the instructions provided in the original solicitation documents.

Geoffrey Mack
Contracting Officer

Acknowledgment of this Amendment, together with the Offeror's proposal, must be received by the District of Columbia Courts as stated in the solicitation no later than the closing date and time specified above for the receipt of proposals.

Failure by the Offeror to properly acknowledge receipt of this Amendment Number #02 may be cause for rejection of the proposal submitted by the Offeror in response to the subject solicitation.

This Amendment Number #03 is acknowledged and is considered a part of the proposal for Solicitation Number DCSC-25-RFP-046, DC Courts Janitorial Services.

Signature of Authorized Representative

Date

Name of Authorized Representative

Title of Authorized Representative

Name of Offeror

Please remember to check the DC Courts Website daily for posting of amendments and updates.

<https://www.dccourts.gov/about/procurement-contracts-branch>

From:	Kenneth L. Evans	Q & A	
Project:	Recorder of Deeds Modernization Project	Round:	1
Email:	Kenneth.Evans@dccsystem.gov	Date:	April 17, 2025
		Pages:	13

Q.1 The District of Columbia Courts (DCC) solicitation number DCSC-24-RFP-046 does not mention a Collective Bargaining Agreement (CBA) governing the wages or fringe benefits of the janitorial workers who will service the awarded contract. Under the Service Contract Act (SCA) Section 4(c), if the predecessor contractor had a valid CBA with its service employees, the successor contractor must honor the same wages and fringe benefits for the first year of the new contract (U.S. Department of Labor, n.d.). Contractors violating the SCA (e.g., underpaying workers or failing to provide required benefits) risk penalties, back pay obligations, contract termination, and debarment from future government contracts (U.S. Department of Labor, n.d.). Additionally, disregarding an existing CBA could lead to worker protests at DCC buildings, potentially damaging public relations. For instance, cleaners servicing Howard University, represented by 32BJ SEIU, recently protested in front of the Mordecai Wyatt Johnson Administration Building over layoffs and health insurance changes imposed by contractor CBRE (Ellis & Richberg, 2025). To safeguard the DCC's reputation and ensure contractor compliance, it is important to confirm whether a CBA governs the current janitorial contract. If so, could you please provide a copy?

A.1 As stated in Section I.1, p. 58 of the RFP, this solicitation and any resulting contract is subject to the District of Columbia Courts General Provisions for Use with the Courts' Supply & Service Contracts (rev. May 2017), including Clause 27, Service Contract Act of 1965.

Pursuant to Clause 27, interested vendors are advised that the current contract for substantially the same services is subject to the Service Contract Act of 1965 and that a Collective Bargaining Agreement is in place between the contractor and the Service Employees International Union (SEIU), Local 32BJ. Please see Section (f), Clause 27, D.C. Courts General Contract Provisions, for additional information on successor contracts and collective bargaining agreements, available at

<https://www.dccourts.gov/sites/default/files/divisionspdfs/DCCourtsGeneralProvisions.pdf>

Also see:

Attachment A: CBA between the current contractor, N&M Contractors, LLC.

Attachment B: Wage Determination No. - 2015-4281, Rev No. 32, Date of Last Revision: 12/23/2024.

Q.2 What is the average building traffic per day

A.2 Building Traffic

DC Courts Average Occupancy

Building	Visitors/Day	Employees/Day
H. Carl Moultrie Courthouse	6000	1800
Building A	1000	300
Building B	2000	500
Building C	500	300
Building D (Court of Appeals)	100	300
BARJ - NW	75	50
BARJ - SW	75	50
BARJ - NE (Reed St)	75	50
BARJ - NE (Rhode Island Ave)	75	50
BARJ - SE	75	50

Q.3 Do you have floor plans for the existing Buildings

A.3 Building floor plans that are available to the public are in **Attachment C**, a Zip file labeled floor plans

Q.4 We found a discrepancy in the square footage on the pricing sheet. Could you confirm the total square footage?

A.4 The Pricing sheet with the corrected square footage is **Attachment D** of this amendment

Q.5 Days of service: Page 10 includes a chart of buildings hours of operation, only some of which are open 6 days per week. Page 12 C.7 Hours of Operations states “the contractor is responsible for conducting business Monday through Sunday except federal holidays...”. Page 13 C.8.1 has a statement “Work described at being performed each night shall be done Monday night through Saturday night...”. On page 16 C.14.4 Definition of Frequency of Services there is a daily definition “Daily services may be defined as 5W, 6W, or 7W”. My question is, there are no 5W, 6W or 7W frequencies on the Schedule of Services listed on pages 17-24, so are we to assume that each building is cleaned only on the days they are open?

- A.5 Yes, it's a six-day work week except for Moultrie, which is noted in the table on page 10 (Sunday 1 weekend/month)
- Q.6 Are the carpet runners staying on the premises if there is a contractor change? The RFP requires the contractor to provide carpet runners for inclement weather.
- A.6 The carpet runners are anticipated to remain on the premises. The Owner and the vendor will determine the next steps if additional runners are needed.
- Q.7 Are we to provide red bags for Page 22 E-8 "empty infectious/biohazard waste into receptacles and dispose of accordingly".
- A.7 Yes
- Q.8 C.15.1 includes an initial deep cleaning. Can we get a schedule of when the floors were last stripped/waxed, carpets shampooed, and sealing of floor grout? If these tasks were completed within their last required frequency, would we be required to perform again in the first 180 days if it would not fall within the normal frequency schedule?
- A.8 Assume for this solicitation that the deep cleaning has NOT been performed.
- Q.9 Page 29 C.15.2.27 has cleaning of the cafeteria and eating areas. Can we get a more defined scope of work? In the schedule of services Pages 17-24 I do not see a defined scope for these areas.
- A.9 Cleaning of the cafeteria is not included in the scope. However, eating areas, e.g., break rooms and lounges, are identified in C.14.5
- Q.10 What is the current contract value?
- A.10 \$2,999,833.22
- Q.11 What are the acceptable electronic sources to include with the proposal package?
- A.11 A complete copy of the proposal should be provided on a flash drive along with the hard copies
- Q.12 Several areas may require day cleaning and shall be performed during the hours of 7:00 a.m. - 5:00 p.m." Are these areas outside of those listed in section C.8.2.1?
- A.12 No.
- Q.13 In the event of emergency cleaning that would require liquid extraction, mold remediation, or non-toxic materials and carpet cleaning, and a service level vendor would need to be used, is there a CLIN or Purchase Order the contractor would be able to charge these kind of services too?
- A.13 Assume all except mold remediation to be included in the contract.

- Q.14 Will the Government provide incumbent information: Firm Name & Contact Information, & Contract Number?
- A.14 Courts will share that the current Janitorial Services is provide is M&N Contractors, LLC, DCSC-19-RFP-0011
- Q.15 Will the Government provide a the list (sign in Sheet) of firms attending the site visit?
- A.15 Yes, Attachment A Pre-Bid Sign-In Sheet.
- Q.16 What is the correct email address for communicating with the Contracting Officer?
"Kenneth.Evans@dccsystem.gov" <Kenneth.Evans@dccsystem.gov>
- A.16 Kenneth.Evans@dccsystem.gov
- Q.17 Will the government confirm the submission date for proposals is April 7, 2025 and not July 7, 2025 as indicated in section B.7 of the solicitation?
- A.17 The proposal submission date is May 20, 2025, per Amendment #3.
- Q.18 Will the government confirm that there are no font type or font size requirements for proposal formatting?
- A.18 No font size smaller than 11 will be accepted.
- Q.19 The solicitation states "Offerors shall assure that customers listed in the proposal complete and sign the Performance Evaluation Form and return them with the technical proposal submission." Will the government clarify if the responses provided by the customer should be sent directly from the customer or provided to the offeror to be included in the proposal response?
- A.19 The Offers shall do both.
- Q.20 Will the government clarify if a "wet" signature is required on documents included within the original proposal volumes or if a printout of an electronically signed document will be considered responsive?
- A.20 A hard copy with a wet signature is only required for the original copy.
- Q.21 Does the five(5) page limit for the Technical Proposal include the responses to the additional specified questions?
- A.21 The five (5) page limit has been removed.
- Q.22 Will the government clarify if attachments J-2 through J-10 should be provided in Volume 1 Tab A?
- A.22 J-2, 3, 4,5, 6, and 7
- Q.23 Will the government confirm that the past performance evaluation form referenced is Attachment J-11?
- A.23 Confirmed.
- Q.24 What is the anticipated hours of operation for the building currently under construction, (Recorder of Deeds), at 1101 4th St NW, which is scheduled be completed by Option year 2?
- A.24 The new Recorder of Deeds' hours of operation shall be consistent with those detailed for Building A—515 5th Street, NW.

- Q.25 What will be the allowable hours for janitorial staff to service this building, (Recorder of Deeds), at 1101 4th St NW?
- A.25 The new Recorder of Deeds' hours of operation shall be consistent with those detailed for Building A—515 5th Street, NW.
- Q.26 Given the substantial content required for Tab B - Technical Approach (including overall understanding, comprehensive task list, draft cleaning schedule, and responses to five questions), is the 5-page limit accurate? If so, are there any elements that could be provided as attachments outside this page count?
- A.26 The five (5) page limit has been removed.
- Q.27 Could you clarify the expected format and level of detail for the draft cleaning schedule required in Tab B? Should this be a calendar-style schedule or a narrative description?
- A.27 Courts do not have a preference.
- Q.28 Will contractors have access to all areas of each facility during the site visits, including secured areas such as Judges' Chambers and cell blocks?
- A.28 Vendors who participated in the site visit were given access to all areas.
- Q.29 Is there an incumbent contractor currently providing these services? If so, how many staff are currently employed for this contract?
- A.29 The current Janitorial Services provider is M&N Contractors, LLC, DCSC-19-RFP-0011
- Q.30 Does the Court have an expectation regarding the minimum number of personnel needed to adequately service the facilities beyond the specified key personnel positions?
- A.30 The offer shall provide staff to perform services adequately.
- Q.31 Are there any specialized equipment requirements beyond what is stated in Section C.4 that bidders should be aware of?
- A.31 Any additional specialized equipment is the onus of the Offers.
- Q.32 Are there specific qualifications, certifications, or experience requirements for the Contract Manager, Quality Control Representative, or Porter positions?
- A.32 Courts are seeking the most qualified and experienced persons to perform the requested services.
- Q.33 How much time will be allowed for the actual phase-in process before full performance is required after the Phase-In/Phase-Out Plan is submitted?
- A.33 Please see I.13 - Continuity of Services
- Q.34 When the contractor assesses new buildings if added on and deems the time to get it deep cleaned is going to exceed the 14 days, will the government allow for a contingency plan of 30 days?
- A.34 Courts will consider exceeding the 14-day limit on a situation-by-situation basis.

- Q.35 What is the expected timeline for the Recorder of Deeds Building becoming part of the contract, and will bidders receive an opportunity to inspect this facility prior to submitting pricing?
- A.35 Refer to the pricing table for the anticipated start of Recorder of Deeds. Pricing is anticipated as a part of this submission.
- Q.36 Could you confirm that the price evaluation will be based on the total cost for the base year plus all option years as suggested in Section M.4?
- A.36 Yes
- Q.37 Has a Wage Determination been issued for this contract under the Service Contract Act? If so, could it be provided to bidders?
- A.37 Yes, Wage Determination No.:2015-4281- see Attachment B
- Q.38 Are any of the receptacles (toilet - sinks) requiring batteries? Who is responsible for supplying the batteries? If so, how many and what type of batteries
- A.38 Battery-operated devices are the responsibility of the Courts.
- Q.39 Is IPM part of this RFP? If so, what is the full SOW for Pest Management
- A.39 Pest Management is not in this RFP.
- Q.40 Does each building have its own general collection area for trash and recyclables?
- A.40 Yes
- Q.41 What are the responsibilities of the contractor, as it pertains to planters and landscape areas?
- A.41 General litter/debris pick-up/ cleaning is expected for planters and landscape areas.
- Q.42 What size are the walk-off mats? How many walk-off mats of each size are needed in total
- A.42 Actual walk-off mat sizes and quantities are not available.
- Q.43 How many cellblocks and holding cells are there that will require being K-VAC weekly? What is the square footage of the cell blocks and holding cells
- A.43 There are 60 holding cells. The average holding cells typically range from 100 to 120 square feet, with individual cells, for segregation, being minimally 70 square feet.
- Q.44 Is snow removal part of the RFP requirements? IF so, what is the SOW for Snow removal supplies
- A.44 Snow Removal is not included in thei RFP.
- Q.45 What are the number of restrooms, both public and restricted, located at 500 Indiana Avenue Courthouse
- A.45 Floor plans for each building, which are available to the public, will be provided.

- Q.46 In regard to the exterior window cleaning 2x per year. Please provide the window count per building
A.46 Actual window quantities are not available. However, floor plans for each building, which are available to the public, will be provided.
- Q.47 Is the contractor responsible for the exterior window washing above single story
A.47 Yes
- Q.48 in regards to the exterior window cleaning - are there certified anchor points at each building?
A.48 Yes
- Q.49 Please clarify the RFP C.22 reference to Document J.10 DC Courts Facilities Management Plan. But the J.10 attachment doc is for the Sexual Harassment policy. Please provide the management plan
A.49 J.10 is the Sexual Harassment Policy. The Management Plan is not included in this RFP.
- Q.50 Please clarify if the hours of operation for H. Carl Courthouse mean 1 weekend premonth (includes Sat and Sun) or if means every Saturday and Just 1 Sunday per month.
A.50 Yes, it's a six-day work week with the exception of Moultrie, which is noted in the table on page 10 (Sunday 1 weekend/month). ADD THE TIME.
- Q.51 Please clarify the requirement is a minimum of one person across all buildings during all working hours, including Saturday and or Sunday hours, or is this requirement for a minimum of one person working Monday to Friday 8 hours a day?
A.51 Please see C.20, the Porter is required, "...during all normal working hours.."
- Q.52 How many floors/levels are in each building
A.52 Floor plans for each building, which are available to the public, will be provided.
- Q.53 Will this contract remain under a CBA? If so, when can we expect to receive the roster?
A.53 Yes, once the contract is awarded.
- Q.54 Is there a provision for the vendor to request an equitable adjustment for Wage and Fringe increases? If so, please clarify the FAR or other clause that allows for incremental wage increases as mandated by DOL, federal increases etc.
A.54 See Attachments A and B
- Q.55 Please provide the current CBA and seniority list
A.55 See Attachments. A seniority list will be provided to the selected awardee.
- Q.56 What is the Estimated # of employee and visitors per building
A.56 The Courts' average occupancy counts are included in Amendment 3, Attachment C

Q.57 What is the monthly price

A.57 \$277,299.00

Q.58 How has the SOW changed from the prior contract?

A.58 Snow Services and Pest Control were deleted from this RFP.

Q.59 If the contractor is bringing a partner for consumable restroom products, will there be a separate agreement between that partner and DC Courts, or all have to be under the agreement between DC Court and cleaning vendor?

A.59 The Courts will only contract with the successful janitorial vendor. Subcontracts are the responsibility of the vendor.

Q.60 RFP Section B.3, what is the UNITIZING method?

A.60 UNITIZING is the categorized itemization method.

Q.61 There are not specific product specs on the bid, will these be supplied? If not, can you share past invoices for spec purposes?

A.61 No, the supply list is not available. The vendor provided supplies.

Q.62

We have some pictures from the walkthrough. Can you give the specific manufacturer name and manufacturer number for all consumables?

- o Toilet Paper

- o Hand Soap

- o Paper Towels

- o Trash Can Liners

- o Urinal Screens

- o Seat Covers

- o Sanitary Wax bags

- o Air Fresheners (if applicable)

- o Sanitary napkins/tampons (if applicable)

A.62 No, all products were provided by the vendor.

Q.63 If one facility is using a specific brand/style of product, does that mean all buildings are using the same product?

A.63 The offeror should not assume that all brands /styles of products are the same.

Q.64 Is there hand sanitizer in the buildings, if so, we need the specs on that as well.

A.64 Hand sanitizer is not included in this scope.

Q.65 Will there be an onsite contact for each building coordinating deliveries?

A.65 No.

- Q.66 Will delivery drivers need to go through any clearances in order to made the deliveries?
A.66 No, clearances are required for deliveries.
- Q.67 Where are deliveries to be made to each individual buildings loading dock? Or are deliveries made inside building?
A.67 Deliveries are to be made at the docks at Moultrie and Buildings C and D. For buildings A and B, the deliveries are made at the entrance on the F Str. side.
- Q.68 What Buildings/areas are designated as fragrance free? C.14.2
A.68 Currently, the identified fragrance-free area is Suite 3200 in Moultrie.
- Q.69 Contractor must use Low Noise HEPA vacuums, what do you consider, low noise? C.14.2
A.69 Low noise is considered less than 70 dB.
- Q.70 Are Sanitary Napkins/tampons considered a consumable that needs to be provided by contractor? If so where? How? (are dispensers in restrooms? C.15.2.7
A.70 No, sanitary napkins/tampons are not to be provided.
- Q.71 Are air freshener dispensers installed in building? If so, where and what manufacturer and model? C.15.2.7
A.71 No, air fresheners are not to be provided.
- Q.72 Manual countertop soap dispensers if broken must be replaced by contractor, what style and manufacturer? C.15.2.7
A.72 The manual sink-mounted soap dispensers are Bobrick B-822.
- Q.73 Do all buildings have anchors on the roofs for the window cleaners to access the outside windows?
A.73 Yes
- Q.74 If the award is made April 21st and the start date is soon after, how long does it take to get staff security approvals?
A.74 The offer should assume 2-3 weeks after the award.
- Q.75 How many elevators are there in each building?
A.75 Building A =6; Building B=6; Building C = 2; Building D = 5; Moultrie = 15; SW Garage =1; NW (4211 9th St) BARJ = 1; NE (118Q Street) BARJ = 1
- Q.76 The Union currently represents the workers in the buildings, therefore is the bid to be based upon the current union CBA? If not, is the union aware of this? It was mentioned at the beginning that it has not yet been determined if the contract will stay with the union.

- A.76 Refer to question number 1
- Q.77 Consumable products: Who will supply all restroom products (e.g., paper towels, toilet paper, trash liners, soap. etc) – our company or DC Courts?
- A.77 Per section C.15.2.7, the supply of said items is the responsibility of the vendor, NOT the Courts.
- Q.78 Are there any other products that the contractor should provide? How about air refresheners, hand sanitizers?
- A.78 None other than those listed in C.15.2.7. No, regarding air refresheners and hand sanitizers.
- Q.79 Billing: If the contractor provides, do we include in monthly price predicting the usage or can we bill separately based on the actual usage?
- A.79 Vendor shall include labor, materials, and incidental costs in its submission.
- Q.80 Union: Is our company required to be part of a union? If our company does not have to be part of a union to bid, will our company be required to hire union employees of the current contractor if we win the bid?
- A.80 Please refer to question 1 and Attachments A and B
- Q.81 Will custodial personnel require additional security clearances beyond standard background checks (e.g., fingerprinting, clearance badges)?
- A.81 Custodial personnel are required to clear the Courts' standard criminal background check.
- Q.82 Is garage cleaning required? It was overheard during the site visit that this is not to be included
- A.82 Yes, garage cleaning IS included.
- Q.83 Please confirm the total cleanable square footage. When totaled, we arrive at 935,275 for Base and Option Year One, and 975,275 for Option Year Two.
- A.83 Confirmed, yes, the original RFP was incorrect. The square footages for the Base Year and Option Year One is 935,275 each and the square footages for each Option Year Two, Three and Four is 975,275. The Recorder of Deeds Building is added in Option Year Two.
- Q.84 If additional facilities are added under this contract, how will pricing adjustments be determined?
- A.84 The new building Recorder of Deeds is anticipated to be added per the pricing sheets (B 5.3, B 5.4, and B 5.4) beginning in Option Year Two.
- Q.85 Will the contracting office please provide estimated volume of staff and customers per location per year?
- A.85 The Court's average occupancy counts are included in Amendment 3, Attachment C
- Q.86 Are we able to schedule a separate walkthrough?

- A.86 No, Courts have provided walkthrough opportunities and do not anticipate offering any additional walkthroughs.
- Q.87 I do not see where this is a set aside bid, can you confirm?
- A.87 There is no set-aside for this solicitation.
- Q.88 What is the total contract value including all option years?
- A.88 Courts do not have a total contract value that compares similar scopes.
- Q.89 Janitorial code 561720 has a size standard of 22 million. As this is full and open do you have to follow the 22 million FAR clause
- A.89 FAR clause is not applicable.
- Q.90 Is the only supply closet the two locations in the ground floor of Indiana Ave do the other locations have supply closet /room so we can give an accurate bid.
- A.90 There is a supply closet on each floor. Please refer to the floor plans.
- Q.91 Who dictates the shifts and times the janitor works the government or the company
- A.91 Please review sections C.2.4, C.8, C.12, and C.14.1.
- Q.92 Is there adequate water supply in the buildings for carpet cleaning and stripping and waxing the floors
- A.92 Yes
- Q.93 Can you give the occupancy of the buildings
- A.93 The Court's average occupancy counts are included in Amendment 3,
- Q.94 Does the company need to set up as a vendor for the trash removal or we are only responsible for emptying the trash
- A.94 Vendors are not responsible for trash removal. Vendors are responsible for emptying the trash.
- Q.95 What evaluation process will you be using
- A.95 Refer to the solicitation section M
- Q.96 Do we need to provide reusable restroom products (paper towels, toilet paper, trash liners and soap), or DC Courts will provide that?
- A.96 Per section C.15.2.7, the supply of said items is the responsibility of the company, NOT the Courts.
- Q.97 If the contractor provides, do we include in monthly price predicting the usage or can we bill separately based on the actual usage?
- A.97 The price should be included in the monthly price.