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Executive Officer

DISTRICT OF COLUMBIA COURTS  
Administrative Services Division  
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Washington, DC 20001  
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Washington, DC 20001-2131



Louis W. Parker  
Administrative Officer

**AMENDMENT NO. 0001**

**TO: ALL PROSPECTIVE CONTRACTORS**

**AMENDMENT  
ISSUE DATE: November 20, 2018**

**SUBJECT: Solicitation No. DCSC-19-RFP -00227  
DC Courts Signage and Wayfinding Services**

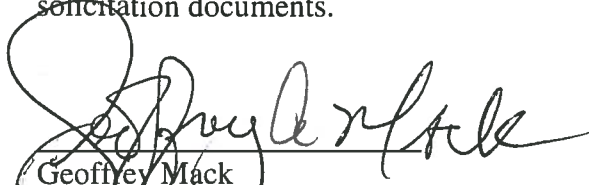
**PROPOSAL  
SUBMISSION  
DATE: December 10, 2018 by 3:00 PM  
Eastern Standard Time**

Questions and Answers Round 1-

- 1) Please see Attachment- A to this Amendment 0001 – “Responses to Questions Posed by Potential Offerors”.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

One (1) copy of this amendment is being sent to all prospective Offeror’s. 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

Acknowledgement 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 0001 may be cause for rejection of the proposal submitted by the Offeror in response to the subject solicitation.

ATTACHMENT -A

This Amendment Number 001 is acknowledged and is considered a part of the proposal for Solicitation Number– Solicitation No. DCSC-19-RFP -0022 DC Courts CM Services

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Name of Offeror

# DCSC-RFP-0027 DC Courts Signage and Wayfinding Services

<b>From:</b> Flor Rivera	<b>Q &amp; A Round:</b> 1
<b>Company:</b> DC Courts Capital Projects and Facilities Management Division	<b>Date:</b> 11/20/2018
<b>E-Mail:</b> <a href="mailto:maria.rivera@dcsc.gov">maria.rivera@dcsc.gov</a>	<b>Pages:</b> 1 of 2

<b>This document includes the following:</b>	<b>Pages:</b>
Solicitation Questions & Answers: Round 1	2

Cc: Stanley.Morrel@DCSC.gov	
cc: <a href="mailto:MaryAnn.Satterthwaite@dcsc.gov">MaryAnn.Satterthwaite@dcsc.gov</a>	

## **SOLICITATION QUESTIONS & ANSWERS: ROUND 01**

- 1) Is the Site visit mandatory?  
R: No the site visit is not mandatory. The Courts buildings are open to the public.
- 2) Is the Court expectation that the baseline will be done only once to standardize all the signs for the Courts buildings?  
Yes, the baseline and subsequent signage upgrades will occur once.
- 3) How many baselines have been done to date by current contractor?  
The signage baseline was completed only for Indiana Ave. That means accepted changes and the installation of new signs. All other floors will need to be rebaselined as the contractor completed the work up until 4<sup>th</sup> floor, but because over a year of time has lapsed the selected contractor will have to come in and assess and survey again.
- 4) Is the contractor responsible for updating drawings for move coordination services or is this an AOR responsibility?  
Yes, it is the contractor's responsibility to update move coordination drawings.
- 5) Please describe how the contractor will receive the communication for:
  - a. new signs? COTR will notify the contractor via email or phone.
  - b. For move coordination services? COTR will notify the contractor via email or phone.
- 6) Is the Fix price only for management ? will signs and hanging be a cost reimbursement?  
R: Yes Fixed price is only for management. Signs and hanging will be cost reimbursement.
- 7) Is the RFP open to Small businesses only? Or is full and open?  
R: is full and open
- 8) Are questions due by September 18<sup>th</sup>, rather than November 18<sup>th</sup>. Can you please confirm in writing this is accurate, as the bid was issued November 11<sup>th</sup>.

R:  
[Delete](#)

## DCSC-RFP-0027 DC Courts Signage and Wayfinding Services

L.5.1. Questions concerning this Request for Proposal must be directed in writing no later than September 18, 2018 at 2:00 PM (EST) to:

Replace with:

L.5.1. Questions concerning this Request for Proposal must be directed in writing no later than November 26, 2018 at 2:00 PM (EST) to:

- 9) I noticed that the signage has to be specified as 2/90 or Gerber, but please confirm the signage will be bid as part of this package for manufacturing. If the signage will not be bid, please provide contract number for which 2/90 and Gerber were identified as a best value for this project.

R: The correct vendor is Gable Signs. (Capitol can you provide a more explicit answer for the rest of the question). The Courts adopted System 290 Systems 15 years ago and are consider Court Standars.

- 10) Will the Court consider signs that are equivalent to System 290?

No.