

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. Contract Number	Page of Pages 1 5	
2. Amendment/Modification Number <b>A01</b>		3. Effective Date <b>9/17/2019</b>	4. Requisition/Purchase Request No.	5. Caption: See Block 14.	
6. Issued By: Code <b>DISTRICT OF COLUMBIA PUBLIC LIBRARY Office of Procurement 1990 K Street, NW - Suite 500 Washington, DC 20006</b>			7. Administered By (If other than line 6)		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)			9A. Amendment of Solicitation No. <b>DCPL-2019-R-0104</b>		
			9B. Dated: <b>8/21/2019</b>		
			10A. Modification of Contract/Order No.		
			10B. Dated (See Item 13)		
Code	Facility				
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
<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)					
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14</b>					
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:					
C. This supplemental agreement is entered into pursuant to authority of:					
X D. Other (Specify type of modification and authority) <b>AMENDMENT</b>					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copy to the issuing office.					
14. Description of amendment/modification					
<b>Caption: Janitorial and Related Supplemental Services for the DC Public Library</b>					
1. Please see that attached answers and questions submitted for clarifications.					
2. All other terms and conditions remain the same.					
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 Diane Wooden		
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia <i>Diane Wooden</i>		16C. Date Signed <b>9/17/19</b>
(Signature of person authorized to sign)			(Signature of Contracting Officer)		

**AMENDMENT OF SOLICITATION  
MODIFICATION OF CONTRACT  
(Continuation)**

**SOLICITATION NO. DCPL-2019-R-0104      AMENDMENT NO. A01      PAGE 2 of 5**

**RESPONSE TO OFFEROR QUESTIONS**

**Question 1:** Statement of Work (SOW) Paragraph C.3.1 mandates a minimum of 8 hours/day coverage for each day a library is open. Does this requirement apply to Sundays when the libraries are only open for 4 hours?

**Response 1:** **The 8 hours are still required. However, the service is for a straight 8 hours compared to the other days when a split shift may be needed.**

**Question 2:** For libraries with a cleanable square footage of less than 10,000 square feet, would the DCPL consider reducing the coverage minimum requirement from 8 hr./day to 4 hr./day?

**Response 2:** **No**

**Question 3:** In SOW Paragraph C.8.1, does the first table entry Attendance/Absenteeism) require continuous coverage by a custodian during library open hours or only during scheduled custodian work times? Also, is the contractor required to provide custodian coverage when the custodian has a lunch/meal or other break?

**Response 3:** **Coverage is expected only during the custodians' assigned work time. Contractor is not expected to provide custodial coverage when the custodian is on lunch/meal or other break.**

**Question 4:** The Takoma Park branch library is currently closed and no open hours are posted. How should we price CLINs 0020, 1020, 2020, 3020, and 4020?

**Response 4:** **Takoma Park is expected to reopen in late fall and will have the same hours as the other branches. Pricing should be provided based on the square footage and service requirements as listed in Section C.5 – Janitorial Cleaning Checklist Frequency.**

**Question 5:** Will the contractor have access to the libraries after normal open hours to perform general cleaning tasks and floor maintenance?

**Response 5:** **Yes**

**AMENDMENT OF SOLICITATION  
MODIFICATION OF CONTRACT  
(Continuation)**

**SOLICITATION NO. DCPL-2019-R-0104      AMENDMENT NO. A01      PAGE 3 of 5**

**Question 6:** Per SOW Paragraph C.5.3, Item A, high cleaning is done monthly as part of standard services. High dusting is also identified in Paragraph C.5.6, Item 3, as a Supplemental Service. Please clarify the requirement

**Response 6:** Monthly high cleaning/dusting is for horizontal and vertical surfaces that are between 8 ft and 12 ft. . Weekly dusting is for areas between the floor and 8 ft from the floor. Supplemental service is for spaces above 12 ft and may require a mechanical lift or other special equipment to perform the requested service.

**Question 7:** What provision does the DCPL make for the disposal of hazardous waste, such as syringes, excrement, and blood-contaminated matter?

**Response 7:** The Contractor is responsible for maintaining the appropriate hazmat disposal equipment and PPE kits. DCPL will provide syringe disposal units at each location. Contractor shall place the unit in the trash when it is full. It should not be placed in the recycling bin.

**Question 8:** One the scope of work it mentions that “services will be required for a minimum of eight (8) Hours per day”. But some libraries have smaller Square Footages that will not necessarily require an 8 Hours Service. Do we still need to work our proposal based on the set 8 Hours for those smaller size libraries?

**Response 8:** Yes

**Question 9:** How will the District determine whether to award one or more than one contract for DCPL janitorial and supplemental services?

**Response 9:** DCPL will determine this by evaluating each Offerors - (1.) Experience (2.) Qualifications (3.) References and any other information submitted in response to the solicitation.

**Question 10:** What does “Carpet cleaning is the responsibility of DCPL” mean when the contractor for janitorial and supplemental services responsible appears to be responsible for daily vacuuming, weekly maintenance, and shampooing as a supplemental service?

**AMENDMENT OF SOLICITATION  
MODIFICATION OF CONTRACT  
(Continuation)**

**SOLICITATION NO. DCPL-2019-R-0104      AMENDMENT NO. A04      PAGE 4 of 5**

---

**Response 10: DCPL has a separate contract for carpet cleaning services. There may be instances when the janitorial contractor will be asked to provide carpet cleaning as an additional services. "Shampooing" refers to carpet spot cleaning if needed.**

**Question 11:** Are any bonds required for the contract for DCPL janitorial and supplemental services?

**Response 11: Bonds are not required.**

**Question 12:** Is K.1 required to be completed? If so, in which section of which volume of the proposal should it be included?

**Response 12: K.1 is required. Please include in Volume One: Technical Proposal, Section 3, General Team Information and Firms Data.**

**Question 13:** In which section of which volume of the proposal are the required license, registration, or certification to be included?

**Response 13: See response to question 12.**

**Question 14:** What is the difference between the Quality Control Plan (QCP) required as part of the Technical Approach and the QCP described in C.11, which is due 30 days after contract award?

**Response 14: The Quality Control Plan required as part of the Technical Approach, is the plan that the Offeror implements on any job site. The Plan that is due 30 days after contract award is the tailored plan that is developed for DCPL after discussion with the Contract Administrator.**

**Question 15:** On the scale of 0-25 for Relevant Experience and Past Performance, how many points will be awarded to an offeror for a neutral rating?

**Response 15: This will be determined by the Contracting Officer and the technical evaluation team during the evaluation process.**

**Question 16:** If an offeror only has two recent and relevant contracts, should the offeror submit those two contracts or not submit any contracts and take a neutral rating?

**AMENDMENT OF SOLICITATION  
MODIFICATION OF CONTRACT  
(Continuation)**

**SOLICITATION NO. DCPL-2019-R-0104      AMENDMENT NO. A01      PAGE 5 of 5**

**Response 16: Offerors should submit contracts that in their opinion are recent, relevant and responsive to the requirements specified in the RFP.**

**Question 17:** Does the Service Contract Act apply to the contract for DCPL janitorial and supplemental services?

**Response 17: Yes**

**Question 18:** Does each library have an approved storage area for janitorial materials and equipment?

**Response 18: Yes**

**Question 19:** Is the contractor required to maintain one wet-dry vac onsite at each of the 25 (or 26 when MLK reopens) libraries?

**Response 19: Yes. Please note that MLK is not part of this solicitation.**

**Question 20:** What is required for certification of completion of blood-borne pathogen training? Is a single statement sufficient, or is supporting documentation required? In which section of which volume of the proposal should the certification be included?

**Response 20: Supporting documentation of completion of blood-borne pathogen training should be include in Volume One: Technical Proposal, Section 3, General Team Information and Firms Data.**

**Question 21:** If total score on the proposal is not the determining factor for contract award, how will the awardee be selected?

**Response 21: Please refer to Section M. DCPL reserves the right to award contract(s) in the best interest of DCPL.**

**Question 22:** Can past performance include private buildings not just public buildings?

**Response 22: Yes**