**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

<table>
<thead>
<tr>
<th>1. Contract Number</th>
<th>Page of Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1/13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Amendment/Modification Number</th>
<th>3. Effective Date</th>
<th>4. Requisition/Purchase Request No.</th>
<th>5. Caption:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A02</td>
<td>2/19/2020</td>
<td></td>
<td>See Block 14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Issued By: Code</th>
<th>7. Administered By (If other than line 6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISTRICT OF COLUMBIA PUBLIC LIBRARY</td>
<td></td>
</tr>
<tr>
<td>Office of Procurement</td>
<td></td>
</tr>
<tr>
<td>1990 K Street, NW - Suite 500</td>
<td></td>
</tr>
<tr>
<td>Washington, DC 20006</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)</th>
<th>9A. Amendment of Solicitation No.</th>
<th>9B. Dated:</th>
<th>10A. Modification of Contract/Order No.</th>
<th>10B. Dated (See Item 13)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DCPL-2020-R-0028</td>
<td>1/27/20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 9A. Amendment of Solicitation No. DCPL-2020-R-0028 | 9B. Dated: 1/27/20 | 10A. Modification of Contract/Order No. | 10B. Dated (See Item 13) |

<table>
<thead>
<tr>
<th>Code</th>
<th>Facility</th>
</tr>
</thead>
</table>

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offers is extended. X is not extended.

Offers must acknowledge receipt of this amendment on the hour and date specified in the solicitation and at the following methods: (a) By completing Items 8 and 15 and returning 1 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 number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED BY 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:

C. This supplemental agreement is entered into pursuant to authority of:

D. Other (Specify type of modification and authority) X

E. IMPORTANT: Contractor is not, is required to sign this document and return copy to the issuing office.

14. Description of amendment/modification

**Caption:** Janitorial and Related Supplemental Services for the Martin Luther King Jr. Memorial Library

1. Response to Offeror questions can be found on pages 2 through 13.

2. The Revised Form of Offer Letter is included as Attachment J.9.

3. 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) 15A. Name of Contracting Officer

15B. Name of Contractor 15C. Date Signed 16B. District of Columbia 16C. Date Signed

(Signature of person authorized to sign) (Signature of Contracting Officer) 2/19/2020
RESPONSE TO OFFEROR QUESTIONS

Question No. 1 - Attachment J.9 – what is the meaning of the quantity of 7 per month?

Answer: The number 7 is deleted in its entirety.

Question No. 2 - Section A, page 2 lists those holidays on which the Library will be open. How will Inauguration Day be handled?

Answer: Based on past practice, the library would not be opened on Inauguration Day.

Question No. 3 - Section C.3.1, page 6 states that operating hours can be found at the DCLibrary.org website. However, the hours for this library are not listed on the website, as the library is currently closed. Please specify the planned hours of the library.

Answer: MLK hours are currently planned to be the same as the hours in the branch libraries.

Question No. 4 - Section C.3.4, page 7 states that the Central Library will use a trash compactor for recycling and waste collection. Is trash and recycling collection the Contractor’s responsibility, to be included in the price?

Answer: Cost for trash and recycling services will be handled by DCPL.

Question No. 5 - Section C.4, page 8 offers a differentiation between “basic standard services” and “standard planned services”. The latter term does not appear elsewhere in the RFP. What is this distinction?

Answer: “Basic standard services” are those that occur daily and weekly and are part of the base contract. “Standard planned services” are those that occur on a monthly, quarterly or bi-monthly (every two months) basis and are part of the base contract. (See question #15).

Question No. 6 - Section C.4.3.1, page 8 refers to the removal of syringes, excrement, etc. Does the Central Library have separate disposal procedures for such items? Is the disposal of such items – after collection – the Contractor’s responsibility?

Answer: DCPL does not have disposal procedures for items listed. Sharp containers will be provided in public restrooms. Disposal is the contractor’s responsibility.
AMENDMENT OF SOLICITATION
MODIFICATION OF CONTRACT
(Continuation)

SOLICITATION NO. DCPL-2020-R-0028 AMENDMENT NO. A02 PAGE 3 of 13

Question No. 7 - Section C.4.3.2, page 8 refers to “washing down” the exterior as requested by the CA. Is this a supplemental service? Should Attachment J.9 be modified to include a price for this service? If it is included in basic services (CLIN 0001), what is the expected frequency of such requests?

Answer: “Washing down” the pavers immediately under the loggia is part of the maintenance of the exterior space and is not a supplemental service. Requests may be made by the CA on a daily or weekly basis depending on the activities/programming of the loggia.

Question No. 8 - Section C.4.5, page 9 describes a required Safety and Training Manual. Is this manual provided by DCPL, or by the Contractor?

Answer: The Safety and Training Manual is to be provided by the contractor.

Question No. 9 - Section C.4.6, page 9 requires the Contractor to submit hiring plans. Assuming that the Contractor is fully staffed at the start of the contract, what content should the required hiring plan include?

Answer: If the contractor is fully staffed, then the hiring plan should consist of the timeline for how the contractor will recruit, screen, interview and train new staff when turnover occurs without any impact on providing services to DCPL. If the contractor is not fully staffed, then the hiring plan should consist of the timeline for how the contractor will recruit, screen, interview and train new staff to begin providing services to DCPL.

Question No. 10 - Section C.4.7, page 9 requires an attendance log. Is an electronic, fingerprint-based log acceptable?

Answer: An electronic fingerprint-based log is acceptable.

Question No. 11 - Section C.5.1.E.e, page 12 describes special purpose plastic recycling containers. Are there supplied by DCPL or by the Contractor?

Answer: Recycling containers will be supplied by DCPL.

Question No. 12 - Section C.5.1.F, page 12 describes several areas that may require power washing. Is this a supplemental service? Should Attachment J.9 be modified to include a price for this service? If it is included in basic services (CLIN 0001), what is the expected frequency of such requests?
Answer: Power washing of the Rooftop Garden is a supplemental service. “Washing down” the G Place Patio terrace is part of the maintenance of the exterior space and is not a supplemental service. Requests may be made by the CA on a daily or weekly basis depending on the activities/programming of the G Place Patio.

Question No. 13 - Section C.5.2.A, pages 13-14, does not include mention of dusting bookshelves. Is dusting of bookshelves to be included in basic services? Are books to be removed from shelves periodically for dusting?

Answer: Bookshelves are considered furniture and shall be dusted according to the schedule in Section C.5.2. Books are not to be removed from the shelves for dusting.

Question No. 14 - Section C.5.2.C, page 14, discusses cleaning of elevators. How many elevators are there? Is there a freight elevator?

Answer: Per amendment dated 2/11/20, see any of the floor plans numbered A730-A735. There is one (1) freight elevator.

Question No. 15 - Section C.5.4, page 15, is titled “Quarterly”. The description of cleaning requirements for public restrooms requires bimonthly services. Are public restrooms to be deep-cleaned quarterly, bi-monthly (twice a month) or semi-monthly (every two months)?

Answer: Public restrooms shall be deep cleaned every two (2) months.

Question No. 16 - Section H.8.8, page 37, states that the provisions of the Living Wage Act do not apply to contracts that are subject to higher wage level determinations required by Federal law. This RFP does incorporate WD 2015-4281 Revision 15, which includes both a required hourly wage and a required hourly h/w payment. Does the Living Wage Act require an hourly h/w payment in addition to the base hourly wage?

Answer: The Living Wage Act does not require a h/w payment in addition to the base hourly wage.

Question No. 17 - Section H.9.1.3, page 39, provides that the Prime Contractor who is a certified as a small, local, or disadvantaged business is not required to comply with Sections H.9.1.1 and H.9.1.2. Please confirm that such Contractor is not required to submit a contracting plan with this proposal and is not required to subcontract 35% of the total value of the contract.

Answer: Confirmed
Question No. 18 - Section K.1, page 68, requires the names of persons authorized to negotiate with the Offeror, but this item is not listed in the required contents of either Volume as set forth in Section L. Where should this form be included in our response?

Answer: Please include in Volume 1, Section 3 of the technical proposal.

Question No. 19 - Section M.2.3.4, page 81, asks whether proposed Key personnel are current full-time or current part-time employees of the Offeror. Please confirm that Key Personnel are not required to be current employees of the Offeror.

Answer: Key personnel are required to be current employees of the contractor.

Question No. 20 - Are there any mandatory certifications that an Offeror should have? If so, can an Offeror be allowed time to receive the certification if awarded the contract;

Answer: Section C.18 TRAINING states the following:

Certification that all Contractor and/or subcontractor staff has received blood-borne pathogen training shall be submitted with the proposal.

DCPL may allow for this certification to be submitted after contract award.

Question No. 21 - Can an Offeror who does not have the mandatory certifications partner with a subcontractor who has the required certifications?

Answer: See response to question no. 20.

Question No. 22 - Which Offerors are required to subcontract?

Answer: Per section H.9.1.3 A prime Contractor which is certified as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of sections H.9.1.1 and H.9.1.2.

Question No. 23 - Will there be storage? What is its size and availability?

Answer: There will be storage available. Per amendment dated 2/11/20, see drawing A730 - Furniture Plan A - Level.
AMENDMENT OF SOLICITATION
MODIFICATION OF CONTRACT
(Continuation)

SOLICITATION NO. DCPL-2020-R-0028 AMENDMENT NO. A02 PAGE 6 of 13

Question No. 24 - What are the hours of operation for contractors?

Answer: Services will be required for staff to work 8 hours per day (full time or part time staff). Specific hours and discussion of staggering personnel will be determined after contract award.

Question No. 25 - Are there landline phone, office space for contractors?

Answer: There is not a landline for contractor use and access to a touchdown workstation will be provided for the staff person responsible for daily oversight of custodial staff.

Question No. 26 - Since there isn’t enough time to create a certified Joint Venture, can we bid on this contract as Teaming Partners, where Company A acts as the mentor to Company B?

Answer: The prime contractor must have the required experience to perform the contract.

Question No. 27 - Can the Prime contractor use the past performance of the sub?

Answer: See response to question no. 26.

Question No. 28 - Other than the Catering kitchen and the Café, are there any other “food service” areas?

Answer: There are not any other “food service” areas.

Question No. 29 - How many employee pantries are there?

Answer: Per the amendment dated 2/11/20, see floor plans A730-A735.

Question No. 30 - How many restrooms? Of these, how many are public and how many are employee?

Answer: Per the amendment dated 2/11/20, see floor plans A730-A735. Employee restrooms are located in areas where offices or cubicles are identified.

Question No. 31 - How many elevators?

Answer: Per amendment dated 2/11/20, see any of the floor plans numbered A730-A735.
Question No. 32 - How many janitor closets?

**Answer:** Per amendment dated 2/11/20 drawings A730 - A735. A slop closet is provided on each floor.

Question No. 33 - Can we get a breakdown of carpeted vs hard floor surfaces (in square feet measurements)?

**Answer:** Per amendment dated 2/11/20, see floor finish drawings A710-A717.

Question No. 34 - Can we get a breakdown of the square feet for each type of hard floor surface (marmoleum vs granite vs terrazzo)?

**Answer:** Per amendment dated 2/11/20, see floor finish drawings A710-A717.

Question No. 35 - Is there a breakdown of the window wall square footage?

**Answer:** Per amendment dated 2/11/20 see drawings A730- A735.

Question No. 36 - Will the Cleaning Contractor be allotted office space and storage space?

**Answer:** Access to a touchdown workstation will be provided for the staff person responsible for daily oversight of custodial staff. Space will be made available for custodial supplies and equipment.

Question No. 37 - Does the manufacturer of the wooden wall systems have a recommendation for cleaning said system? Most importantly, the felt backing.

**Answer:** The portions of the Operations and Maintenance manuals that apply to the wooden wall systems will be made available to the selected contractor.

Question No. 38 - Who will be responsible for pest control?

**Answer:** **DCPL** is responsible for pest control.

Question No. 39 - Could you please provide all of the floor plans for MLK Library?

**Answer:** Per amendment dated 2/11/20, floor plans and finish schedule has been uploaded to the **DCPL** website.
Question No. 40 - What is the total square footage of MLK Library?

Answer: The total square footage of MLK is approximately 452,000 sf.

Question No. 41 - Can you give a breakdown of the square footage each type of flooring epoxy, VCT tile, Terrazzo and Carpet etc.

Answer: Per amendment dated 2/11/20, see drawings A710-717.

Question No. 42 - How many seats are in the theater room?

Answer: Per amendment dated 2/11/20, see drawing A735.

Question No. 43 - What are the different types of finishes?

Answer: Per amendment dated 2/11/20, see finish schedules A651-652.

Question No. 44 - How many pantries and special collection areas are there?

Answer: Per amendment date 2/11/20, see drawings A730-A735 for pantries. Special collection areas for the public are located on the third floor. Non-public archival space is located on the A Level (drawing A730). Minimum cleaning (sweeping) of this area shall be coordinated with the Contract Administrator.

Question No. 45 - Does the agency intend on extending the closing date for all bids. Doing so would allow sufficient time for bidders to modify their bids to adequately address responses the Agency will offer as question surface from bidders as a result of the walk-through.

Answer: See Amendment No. A01. The closing date has been extended to March 2, 2020.

Question No. 46 - What is the Agency's anticipated award date and NTP date?

Answer: Anticipated award date is April, 2020 with a NTP date of mid-May.

Question No. 47 - Will it be the responsibility of the contractor to clean the cafe area?

Answer: See Section C.5, #1.
AMENDMENT OF SOLICITATION MODIFICATION OF CONTRACT
(Continuation)

SOLICITATION NO. DCPL-2020-R-0028     AMENDMENT NO. A02     PAGE 9 of 13

Question No. 48 - What are the hours of operation once the MLK Library is open?

Answer: MLK hours are currently planned to be the same as the hours in the branch libraries.

Question No. 49 - Can you confirm that the mechanical room will also be an area that would require service by the Contractor.

Answer: The mechanical room does not require service by the contractor.

Question No. 50 - Are there any other garage cleaning requirements in addition to the policing that is mentioned on page 6 (scope of work)?

Answer: There are no additional requirements.

Question No. 51 - Will the contractor be provided with the manufacturer recommended cleaning processes and products for all library surfaces; is there a warranty contingency that will be affected by the use of products other than the those that are recommended?

Answer: Contractor will be provided the manufacturer recommended cleaning processes and products for all finishes.

Question No. 52 - What is the desired frequency for the interior glass panel areas, in particular the 4th floor overlook and digital commons areas?

Answer: Spot cleaning of these areas shall be provided as needed. Overall cleaning shall be provided by DCPL staff.

Question No. 53 - Can you provide the total square footage for each floor type carpet, VCT, and terrazzo, finished concrete, etc.?

Answer: Per amendment dated 2/11/20, see drawings A710-717.

Question No. 54 - Please provide the total number of public restrooms and private restrooms.

Answer: Per amendment dated 2/11/20, see drawings A730- A735.

Question No. 55 - Please provide the manufacturer and type of restroom dispensers.

Answer: Toilet seat cover dispensers and wall mounted supply dispensers are manufactured by American Standard.
AMENDMENT OF SOLICITATION
MODIFICATION OF CONTRACT
(Continuation)

SOLICITATION NO. DCPL-2020-R-0028 AMENDMENT NO. A02 PAGE 10 of 13

Question No. 56 - Please provide the number of DCPL staff that will be assigned to this location, by shift; ie: # of staff on 1st shift, 2nd shift, etc.

Answer: Per amendment dated 2/11/20, see drawings A730-A735 for staff space assignments. The hours and number of front line staff who may work the evening shift is not available at this time.

Question No. 57 - Please provide the estimated # of visitors on a daily basis according to past history?

Answer: Pre-closing, the building received from 2,200 to 2,500 people per day. Please note that this number is derived from people entering the building and visitors may have exited and re-entered during the course of the day.

Question No. 58 - Is janitorial staff coverage to be present from opening to closing of each day?

Answer: Janitorial staff coverage is expected from opening to closing each day. It is suggested that staff schedules are staggered to accomplish this.

Question No. 59 - Is there any opportunity to provide detail cleaning after library normal hours?

Answer: There will be opportunities to provide detailed cleaning after normal library hours. This should be coordinated with the Contract Administrator.

Question No. 60 - What is the Lead time that will be given for Porters as associated with events?

Answer: A minimum of 30 days will be given for porter services.

Question No. 61 - Is there any special uniform required for the Porters at events?

Answer: Dark pants and tucked-in shirt (or t-shirt) with contractor name and/or logo and appropriate safety footwear shall be worn for special events.

Question No. 62 - The solicitation speaks to the building being constructed with LEED standards and requirements; what is the level of certification for this facility

Answer: The LEED level of certification will not be known until approximately six-months after the renovation is completed. The minimum that the building has to meet per District standards is LEED Silver.
Question No. 63 - Are events considered supplemental services to be billed at additional charge?

Answer: Special events are considered supplemental services.

Question No. 64 - Is there any requirement of the Contractor to maintain the compactor?

Answer: The compactor will be maintained by DCPL.

Question No. 65 - How many windows does the MLK Library have?

Answer: Per amendment dated 2/11/20, see floor plans A731- A735.

Question No. 66 - What is the cleanable square footage of the Library?

Answer: Per amendment dated 2/11/20, see posted floor plans.

Question No. 67 - Please provide a breakdown of the square footage for the following flooring types: carpet, wood, terrazzo, epoxy finish, marmoleum.

Answer: Per amendment dated 2/11/20, see floor finish plan drawings A710- A717

Question No. 68 - What is the garage square footage?

Answer: Per amendment dated 2/11/20, see drawing A711- Floor Finish Plan -B Level

Question No. 69 - On page 81, M.2.2.3 it states we are required to submit certification of bloodborne pathogen training with the proposal. Not all employees that would be working on this contract are hired yet so could this certification be submitted after award of contract?

Answer: It is acceptable to submit this information after the award of the contract and the official start date is decided.

Question No. 70 - Please confirm that we are to submit the proposal to:

District of Columbia Public Library
1990 K Street, NW – Suite 500
Washington, DC 20006
ATTN: Ms. Diane Wooden
Chief Procurement Officer

Answer: Confirmed.
Question No. 71 - Are the subcontractor forms required to be submitted if we are only using a subcontractor to perform window cleaning (providing daily labor)?

Answer: See response to question no. 22.

Question No. 72 - The Scope of Work under C.3.1 mentions a “moat”. Can you please tell us where the moat area is and what it consists of?

Answer: There is no moat associated with this building. The word “moat” is deleted from this section.

Question No. 73 - What supplies and/or equipment (if any) does the Library provide?

Answer: DCPL does not provide any supplies or equipment.

Question No. 74 - Who provides consumable supplies including liners, hand soap and all paper products?

Answer: The contractor provides consumable supplies including liners, hand soap and all paper products.

Question No. 75 - Regarding page 81, M.2.3.1 and the positions of Project Manager and Quality Control Manager, are these positions required to be onsite at the Library and working a minimum of 8 hrs/day (Full Time) or are these intended to be positions working out of our Corporate Office that will visit the Library regularly?

Answer: These are positions that are not intended to be on site working a minimum of 8 hours /day, but to visit the Library regularly.

Question No. 76 - Regarding page 17, C.8.1 does the Library have a required level of staffing? How will the DCPL determine the minimum required staffing for imposing deductions?

Answer: DCPL does not have a “required” level of staffing. That decision rests with the contractor. Deductions, if necessary, will be based on the lack of quality services that are rendered, not on staffing.

Question No. 77 - How many restrooms on each floor?

Answer: Per amendment dated 2/11/20, see floor plans A730-A735.
Question No. 78 - How many offices on each floor and square footage of it

Answer: Per amendment dated 2/11/20, see floor plans A730-A735.

Question No. 79 - How many kitchens on each floor

Answer: Per amendment dated 2/11/20, see floor plans A730-A735.

Question No. 80 - How many terrace will the building have and the square footage?

Answer: Per amendment dated 2/11/20, see floor plans A730-735.

Question No. 81 – What is the Auditorium square footage?

Answer: Per amendment dated 2/11/20, see floor plan A733- Furniture Plan, Third Floor.

Question No. 82 - Will we be responsible for the windows if so how many windows are in the building?

Answer: DCPL will be responsible for window washing service on the interior and exterior windows, except in case of emergency when spot cleaning may be required.

NOTE:

The link for the solicitation, amendments and drawings is listed below.

https://www.dclibrary.org/node/66428