

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



PROCUREMENT SUPPORT SERVICES

DCAM-16-NC-0070

Addendum No. 3

Issued: April 26, 2016

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This Addendum No. 3 is issued by DGS on April 26, 2016. Except as modified herein, the Request for Proposal (RFP) remains unmodified and is hereby published on the DGS website.

ITEM NO. 1 **Section E** – Proposal Organization and Submission.

Revised Subsection **E.4.1 Technical Proposal Section** – Volume I:

**Delete:** E.4.1.3 (a) under Key Personnel

Identify, at a minimum: (i) the Project Manager, and the Superintendent responsible for the Project and describe the specific experience of each key personnel working on projects similar to the required work as described in the Scope of Work;

**Replace with:** Identify, at a minimum (i) the Project Manager responsible for the Project and (ii) describe the specific experience of each key personnel working on projects similar to the required work as described in the Scope of Work;

ITEM NO.2 Revised Bid Form – **Attachment A**

**Delete:** Attachment A – Form of Offer Letter/Bid Form in its entirety.

**Replace with:** Attachment A – Revised Form of Offer Letter/Bid Form

ITEM NO. 3 Questions & Answers:

**Question #1:**

The last date for questions is listed as 4/15 in one section of the RFP, and as 4/22 in another section. Can you clarify the correct date?

**Answer:**

Refer to Addendum No. 2, Item No 2.

**Question #2:**

Will the form of contract be issued in advance of the last day for questions so that bidders have time to review and submit any questions?

**Answer:**

Refer to Addendum No. 2, Item No 3.

**Question #3:**

Key personnel – the RFP mentions Project Manager and Superintendent, while the pricing spreadsheet lays out different personnel categories. Can you clarify the key personnel that should be discussed in the technical proposal?

**Answer:**

Refer to Addendum No. 3, Items No 1 and 2.

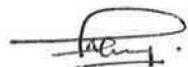
**Question #4:**

On page 4, Section B.1 Introduction, paragraph 3 is states "...awardees will not be eligible to bid, in whole or in part, on any current or future Department procurements." Are awarded subconsultants for this project also precluded from pursuing current and future DC DGS work or just the prime consultants?

**Answer:**

Yes; subconsultants will not be eligible to bid, in whole or in part, on any current or future Department procurements for which they have or would be reasonably deemed to have prior knowledge. This includes any information not readily available to the general public handled at any stage in the procurement lifecycle by the subconsultant. Eligibility determinations will be made on a case-by-case basis consistent with Department's regulations (4707 – Organizational Conflicts of Interest; Disqualification)

All other terms and conditions remain unchanged.



Yinka Alao  
Associate Director, Contracts and Procurement

4/26/16

Date

- End of Addendum No. 3 -

# Attachment A

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## Revised Form of Offer Letter/Bid Form

Bidder's Letterhead  
Revised  
Offer Letter and Bid Form

Date

District of Columbia Department of General Services  
2000 14<sup>th</sup> Street, NW, 8<sup>th</sup> Floor  
Washington, DC 20009

Attention: Mr. Christopher Weaver  
Director

Reference: Request for Proposal (RFP) **DCAM-16-NC-0070**  
**Procurement Support Services**

Dear Mr. Weaver:

On behalf of Insert Bidder's Legal Name (the "Bidder"), I am pleased to submit this bid in response to the Department of General Services' (the "Department" or "DGS") Request for Proposal (RFP) DCAM-16-NC-0070 to provide procurement support services. The Bidder has reviewed the RFP and the attachments thereto, any addenda thereto (collectively, the "Bid Documents") and has conducted such due diligence and analysis as the Bidder, in its sole judgment, has deemed necessary in order to submit its bid in response to the RFP. The Bidder's Offer Letter is based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents. (Collectively, the Bid Form and the Offer Letter are referred to as the "Bidder's Proposal".)

Insert Bidder's Name proposes to provide the required services for the District.

The Bidder's Price Proposal is as follows: \$ (see attached Bid Form)

The Bidder acknowledges and understands that the contract awarded will be a labor hour contract and that the Bid Form has fixed hourly rates intended to be Bidder's sole compensation for the services required.

The Bidder's Bid is based on and subject to the following conditions:

1. The Bidder agrees to hold its bid open for a period of at least one hundred twenty (120) days after the date of the bid.
2. Assuming the Bidder is selected by the Department and subject only to the changes requested in paragraph 5, the Bidder agrees to enter into a contract with the Department

on the terms and conditions described in the Bid Documents within ten (10) days of the notice of the award.

3. Both the Bidder and the undersigned represent and warrant that the undersigned has the full legal authority to submit this bid form and bind the Bidder to the terms of the Bidder's Bid. The Bidder further represents and warrants that no further action or approval must be obtained by the Bidder in order to authorize the terms of the Bidder's Proposal.
4. The Bidder hereby represents and warrants that they have not: (i) colluded with any other group or person that is submitting a proposal in response to the RFP in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.
5. The Bidder hereby certifies that neither it nor any of its subcontractors have entered into any agreement (written or oral) that would prohibit any Contractor or subcontractor that is certified by the District of Columbia Office of Department of Small and Local Business Enterprises as a Local, Small, Resident Owned or Disadvantaged Business Enterprise (collectively, "LSDBE Certified Companies") from participating in the work if another company is awarded the contract.
6. This Bidder's Bid including the Bidder's prices submitted on the Bid Form are being submitted on behalf of (Insert Bidder)

Sincerely,

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

**ATTACHMENT A**

**REVISED  
BID FORM**

Base Year

<b>Staffing Level</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Price</b>
Project Manager	900		
Senior Staff	1800		
Mid-Level Staff	1800		
Junior Staff	1800		
Administrative Staff	1800		
<b>Total:</b>	<b>8100</b>		

Option Year 1

<b>Staffing Level</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Price</b>
Project Manager	900		
Senior Staff	1800		
Mid-Level Staff	1800		
Junior Staff	1800		
Administrative Staff	1800		
<b>Total:</b>	<b>8100</b>		

Option Year 2

<b>Staffing Level</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Price</b>
Project Manager	900		
Senior Staff	1800		
Mid-Level Staff	1800		
Junior Staff	1800		
Administrative Staff	1800		
<b>Total:</b>	<b>8100</b>		

Option Year 3

<b>Staffing Level</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Price</b>
Project Manager	900		
Senior Staff	1800		
Mid-Level Staff	1800		
Junior Staff	1800		
Administrative Staff	1800		
<b>Total:</b>	<b>8100</b>		

Option Year 4

<b>Staffing Level</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Price</b>
Project Manager	900		
Senior Staff	1800		
Mid-Level Staff	1800		
Junior Staff	1800		
Administrative Staff	1800		
<b>Total:</b>	<b>8100</b>		

The allocation of annual hours used in this revised Bid Form is for evaluation purposes and the actual workload will vary depending upon the needs of DGS.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_