


AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number DCHFA-23-007		Page of Pages 1 8		
2. Amendment/Modification Number A002		3. Effective Date Box 16C		4. Requisition/Purchase Request No.		5. Caption Janitorial Services	
6. Issued by: District of Columbia Housing Finance Agency 815 Florida Avenue, N.W. Washington, D.C. 20001-3017				7. Administered by (If other than line 6)			
8. Name and Address of Contractor (No. street, city, county, state and zip code)				X	9A. Amendment of Solicitation No. DCHFA-23-0007		
					9B. Dated (See Item 11) 8/7/2023		
					10A. Modification of Contract/Order No.		
					10B. Dated (See Item 13)		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" 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 copies 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 ACKNOWLEDGMENT 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 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)							
<input type="checkbox"/> 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS and IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14							
E. IMPORTANT: Contractor is not <input type="checkbox"/> is <input checked="" type="checkbox"/> required to sign this document.							
14. Description of Amendment/Modification Solicitation Number DCHFA-23-007 is hereby amended as follows: 1. Solicitation Number DCHFA-23-007 is hereby deleted in its entirety and replaced with Solicitation Number DCHFA-23-007R. 2. Bidders must acknowledge this amendment and resubmit a new bid by the new submission date and time. Previously submitted responses will not be considered.. 3. Responses to questions received begin on page 2. Continuation of this contract beyond September 30, is subject to availability of funding.							
Except as provided herein, all terms and conditions of the document is 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 Tara Sigamoni			
15B. Name of Contractor (Signature of person authorized to sign)		15C. Date Signed		16B. District of Columbia Housing Finance Agency  (Signature of Contracting Office or person authorized to sign)		16C. Date Signed 9/1/23	

QUESTIONS AND RESPONSES

1. Are there any questions for the IFB please? I observed that there is an error under the price schedule's Item Description 'Monthly Cleaning' and 'Semi Annual Cleaning' sections. The IFB refers you to see section C.5.2 & 5.3, which should refer to see C.4.2 & 4.3. And please see Section D 'Deliverables' – Complete information per section C.5.7 - should read C.4.7. There is no C.5 section.

See updated solicitation, DCHFA-23-007R.

2. How can we demonstrate I.14.1 (a-k)? Where are we pulling these records from?

See updated solicitation, DCHFA-23-007R. After receipt of bids, the Agency may request a prospective awardee to provide the required information to include a Certificate of Clean Hands issued by the Office of Tax and Revenue. Businesses should be able to provide the information to prove their capability to perform the work.

3. Is the scope of work in this solicitation the same as the current contract?

The scope of work for this solicitation is similar to the current contract.

4. Who were the previous company that had this contract?

The current contractor is Rock Solid District Group LLC

5. What was the budget?

We cannot disclose the budget for this contract as it is a competitive procurement. The agency encourages all bidders to thoroughly read the scope of work and requirements in the solicitation, and submit their bids based on the requirements.

6. What is the current cost DCHFA is paying for the services?

The current cost is approximately \$95,000 - \$105,000

7. Out of the 28,000 square foot what percentage of carpet is throughout the building?

The approximate square footage for the carpeted areas is as follows:

- First floor mail room carpet area- 805.12 sq ft
- First floor single family area- 1109.12 sq ft
- Second floor offices- 3941.92 sq ft
- Third floor offices- 5311.92 sq ft

Total Carpeted Square footage: 11,168.08 sq ft

8. I did the walk through a few years ago and there was a conference room glass wall on the 2nd floor. Is that and the entrance glass ceiling in the main entranceway also included in the window cleaning? Do you allow for a scaffold to be set up to clean those?

Yes, the 2nd floor conference room windows are included in the window cleaning. The contractor is allowed to use a scaffold to complete the task.

9. Does the window washing include all internal and external glass or just internal windows?

Yes, Window washing includes both internal and external cleaning. See section C.5.3(a).

10. Confirm that mopheads only need to be changed once a month.

Yes, see section C.5.2(n).

11. Can the mats be sent out to be cleaned?

Yes, please refer to section C.5.3.c. The contractor is responsible for all damage caused by the subcontractor.

12. The IFB says the contractor provides the paper, soap, and supplies. Does DCHFA supply air fresheners, cleaning chemicals, urinal blocks, and hand sanitizer? Does DCFA have equipment such as floor buffers available for the contractors use?

See updated solicitation, DCHFA-23-007R. The contractor is responsible for providing all equipment required to perform the work including floor buffers. DCHFA does not provide air fresheners, cleaning chemicals or urinal blocks. Hand sanitizers are not a part of this requirement.

13. In the Kitchen(nettes) are we cleaning inside the appliances?

Contractor is responsible for cleaning the inside of all appliances located in the Kitchen(nettes) and on the various floors.

14. Basement & Lobby of the outside grounds were filled with leaves and debris, are we supposed to keep that area clean?

Contractor is not responsible for outside courtyard cleaning.

15. C.5.4 - As far as the contractors providing the soap, paper towels, and toilet paper will we get a list of the specific brands to purchase that you all are using already?

The contractor is free to provide items/supplies of their choice as long as it complies with the EPPS requirements enumerated in the solicitation. For information purposes only, at the present time, the following products are being used:

Paper towels- Cascade Pro Select

Hand soap- White Pearl lotion hand soap and auto dispenser EZ foam luxury hand soap Toilet paper- Tork mini jumbo bath tissue.

16. Will there be a buffer on site? How often do we have to buffer the floors, is it daily? Also can we subcontractor the strip & waxing of the floors?

Contractor will provide buffer for services. Floors will be buffed weekly except auditorium which is required monthly. Sub-contracting is allowed for stripping and waxing of floors.

17. I only need to send back pages 2, 3 and the last page, correct?

The mandatory pages to be submitted are the cover page (page 1), page two (2) and page (3) of the solicitation. The contractor should also specify the cleaning products and other supplies that will be used and include the required MSDS with its response.

18. Is it a template or format that we should use for sending the proposal?

See response to No. 17.

19. Just to clarify is there a narrative that we need, or is this strictly a pricing schedule that needs to be submitted without any writing?

This is an Invitation for Bid. Award will be made to the lowest evaluated, responsive, and responsible bidder. Also see response to No. 17 above.

20. Within your email you mention the due date as August 21st at 2pm but the RFB says August 30th at 2pm. Can you please confirm which date is correct?

August 21 was the date to submit all questions for the solicitation. August 30 was the initial date set for receipt of bids. Amendment no.1 issued on August 28, extended the deadline for receipt of bids to September 11, 2023, at 2:00 p.m.

21. What is the forecast for this year?

If this question pertains to the budget for the upcoming fiscal year, FY 24, which begins on October 1, the Agency will not disclose the budget. See response to question no. 3. Above.

22. Basement & Lobby of the outside grounds were filled with leaves and debris, are we supposed to keep that area clean?

No, that area is not a requirement of this solicitation.

23. Will all three garage areas be cleaned once a week or just the first-floor garage?

All three levels of the garage area shall be cleaned once a week. The Agency will determine the day of the week upon contract award.

24. Where will the Q&A be located?

This document (Amendment 002) answers all questions received to date. The amendment will be posted on the Agency's website. www.dchfa.org; About, Business Opportunities.

25. I was happy to have received this email/solicitation, however, where can I find it on the website?

The solicitation and all subsequent amendments, if applicable may be found at www.dchfa.org, About, Business Opportunities.

26. What are the hours of operations and time of day for needed service?

Services shall be performed between the hours of 5pm – 9:30 pm.

27. Do you have a certain amount of people you would like cleaning the building per day?

Please refer to Section C.5.5. "The Agency estimates a minimum of four (4) personnel to provide said services."

28. What is the extent of parking garage cleaning?

Sweep, gather and discard debris from all three (3) levels of the garage grounds, on a weekly basis.

29. How will cleaners gain access to the building?

Upon award, the contractor will be provided an access keycard for entry. Contractors must sign in daily upon arrival.

30. Will a firm/company that submits a bid but did not attend the mandatory August 14, 2023 site visit be excluded from consideration for contract award?

A firm that did not attend the site visit may not be excluded from consideration; however, attention is drawn to section I.2, Familiarization with Conditions. Bidders will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

31. Are potential bidders required to submit as part of their bid submission information that addresses each of the elements listed in Section I.14, Subsection I.14.1, GENERAL STANDARDS OF RESPONSIBILITY?

See updated solicitation, DCHFA-23-007R. After receipt of bids, the Agency may request a prospective awardee to provide the required information to include a Certificate of Clean Hands issued by the Office of Tax and Revenue. Businesses should be able to provide the information to prove its capability to perform the work.

32. Will DCHFA provide the name of each firm that attends the mandatory August 14, 2023 site visit?

[See attached.](#)

33. When does the current DCHFA janitorial services contract expire?

[The current contract expires on October 31, 2023.](#)

34. What is the projected start date for the selected awardee to begin providing janitorial services at DCHFA?

[November 1, 2023](#)

35. Since the subject solicitation was issued as an Invitation for Bid (IFB), the preferences delineated in Section I.14.3, Preferences for Certified Business Enterprises and Subsections I.14.3.1, Application of Preferences are appropriate for a Request for Proposals (RFP) and not applicable to an IFB. Will DCHFA revise Subsection I.14.3.1 and I.14.3.2 to reflect the relevant application of preferences in an IFB (i.e. percentage reduction in bid price) in determining the lowest evaluated bid price and apparent low bidder?

[See updated solicitation, DCHFA-23-007R.](#)

36. To avoid any confusion or doubt, will DCHFA consider revising the subject solicitation to include a provision that clearly describes the method/basis of a contract award under this solicitation?

[See updated solicitation, DCHFA-23-007R.](#)

DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY SIGN IN/OUT LOG

DATE: 1/18/93

TIME	ORIGIN	VISITOR'S NAME	VISITOR'S SIGNATURE	DEPT.	NAME OF COMPANY	PERSON VISITING	STAFF INITIAL
9:40am		GMD FACULTY Egoenmet	[Signature]	GMS FOU	UTERBENNER TEEGBU		
		GMS FACULTY/Tomas	[Signature]	GMS FOU	UTERBENNER TEEGBU		
8:40		Jose R. G.	[Signature]	MCS			
9:50		Rodney Daniel	[Signature]	Summit Facility Solutions	P. de Souza		
9:54		T. P. D. 995	[Signature]	ALLEN PRODS	JACKSON		
9:57		Durce Johnson	[Signature]	PSI Hospitality Service	STEVEN		
9:59		et. et.	[Signature]	P. S. by Selam	S. de V.		
9:59		Raymond Hall	[Signature]	K. y. quinnelle	TACKER		
9:59		Lloyd Senior	[Signature]	U. y. quinnelle	ET. JACKSON		
9:58		Christina Bussie	[Signature]	Clear	UTERBENNER TEEGBU		
9:58		Tony Bussie	[Signature]	Clear	UTERBENNER TEEGBU		
10:00		Vol. 10.00	[Signature]	Bob M. Caputo	"		
10:00		Daniel Smith	[Signature]	G. H. D. Entropy	ET. JACKSON		
10:00		Howard Hopkin	[Signature]	W. y. quinnelle	UTERBENNER TEEGBU		
10:00		W. y. quinnelle	[Signature]	W. y. quinnelle	"		
10:00		Excel Atwater	[Signature]	GM Cleaning LLC	Genet H. H. H. H. H.		

DATE 10/4/23

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