

**REQUEST FOR PROPOSALS TCP 3-2017**

**“Janitorial Services”**

Issuance Date: December 4, 2017

Closing Date: February 9, 2018  
Closing Time: 2:00 p.m.

Bidders Conference:  
January 9, 2018  
3:00 p.m.  
801 Pennsylvania Avenue, SE, Suite 360

TCP Contacts:  
Jose Lucio  
Michael Berry  
[rfp@community-partnership.org](mailto:rfp@community-partnership.org)

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**INTRODUCTION**

TCP is seeking proposals from which it will award one or more contracts to provide janitorial services at the following District of Columbia-owned or -leased facilities:

- DC General Family Shelter: 1900 Massachusetts Ave SE, Main Building and Building 12 Washington DC 20003
- Patricia Handy Place for Women: 810 5<sup>th</sup> Street NW Washington DC 20001
- 801 East Men’s Shelter: 2700 Martin Luther King Jr. Ave SE Washington DC 20032
- New York Avenue Men’s Shelter: 1355 New York Ave NE Washington DC 20002
- Adams Place Men’s Shelter: 2210 Adams Place NE Washington DC 20018
- Emery Work Bed: 1725 Lincoln Road NE Washington DC 20002
- Blair House: 635 I Street NE Washington DC 20002
- Madison Transitional: 651 10<sup>th</sup> Street NE Washington DC 20002

**SECTION A: GENERAL DESCRIPTION**

**A.1. Funding Source and Amount of Funding Available and Leveraged Resources**

**Funding Source and Amount of Funding Available:**

The funding source is the District of Columbia. \$1,500,000.00 is available under this solicitation.

Individual bidders are not required to provide janitorial services at all program sites listed above. TCP may select one or multiple proposals to ensure all program sites listed above receive janitorial services. Proposals from current security vendors and vendors that do not currently provide janitorial services at homeless services programs will be accepted. The selected organizations will be awarded firm-fixed price contracts.

**Leveraged Resources:**

Organizations that can leverage in-kind or cash contributions to support operations would receive extra consideration.

**A.2. Site-Specific Detail**

Facility	Population	Square Footage
DC General	Families	15,000
Patricia Handy Place for Women	Unaccompanied Women	32,246
801 East Men’s Shelter	Unaccompanied Men	60,608
New York Avenue	Unaccompanied Men	30,900
Adams Place	Unaccompanied Men	12,546
Emery Work Bed	Unaccompanied Men	
Blair House	Unaccompanied Men	
Madison Transitional	Unaccompanied Women	

**A.3. Minimum Proposal Requirements**

**A.3.a Floor Care Services:**

The Awardee shall ensure floors, base moldings, and grout are clean and free of debris including, but not limited to, dirt, water streaks, mop marks, string, gum, tar, and other foreign matter. The Awardee shall ensure floors maintain their natural luster and not have a dull appearance and wet mopped floors shall be cleaned using disinfectant cleaner(s) with additional scrubbing. Additionally, the Awardee shall ensure floors are not slippery, surfaces, baseboards, and corners are clean and dry, walls, baseboards, and other surfaces shall be free of splashing and markings from the equipment and there shall be no visible buildup of finish in corners or crevices. In addition, the Awardee shall at a minimum:

- a) Sweep all non-carpeted floors, to include staircases, closets and offices, minimally two times daily, or as frequently as required to maintain standards set herein.
- b) Dispose of all material collected from sweeping.
- c) Vacuum all carpeted floors daily or as frequently as required to maintain standards set herein;
- d) Mop all non-carpeted floors (with clean disinfectant water), to include staircases minimally daily or as frequently as required to maintain standards set herein.
- e) Supply, place and remove appropriate and proper signs/warning signs for wet floors in order to ensure end user safety.

The Awardee shall provide floor care services as described below:

- a) Laminated Flooring (ADP Floors): Damp mopping shall be the only method of wet cleaning for floors in Automated Data Processing (ADP) space.
- b) Asphalt Floors: Damp mopping shall be the only method of wet cleaning for floors containing asphalt material.
- c) All applicable floor areas shall be maintained in accordance with Awardee’s Quality Control Plan. Surfaces shall be maintained clean and free of smudges, dust, dirt, and removable soil substances. Surfaces shall present a uniform luster. Marble surfaces should be cleaned with a dampened dust cloth.
- d) Loading Dock Floors: Spill residue and clean-up materials shall be disposed of in accordance with the Environmental Protection Agency (EPA) (Applicable Document #2). The Awardee shall maintain these areas to ensure that trash, debris, and other discarded materials do not accumulate. Policing should be done, at a minimum, three (3) times a day.
- e) Stripping, Sealing and Waxing: The Awardee shall perform full- scale stripping, sealing and waxing standard planned services on a semi-annual basis. The old finish or wax shall be removed in accordance with standard commercial practices. Spots shall be eliminated. There shall be no evidence of gum, burns, scuffmarks, or wax build-up in corners or crevices. Walls, baseboards, and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks, and skipped areas. The finished area shall have a uniform luster.
- f) Buff and Shine: All floors shall be buffed to an industry standard or the Awardee shall perform buffing in high traffic areas standard planned services on a bi-weekly basis and low traffic areas on a monthly basis, manufacture standard.
- g) Sealing: The Awardee shall apply industry standard sealant to appropriate floors on a semi-annual basis. Sealant shall adhere to the floor. Floor areas shall be evenly coated with a slip resistant seal. Sealant shall only be applied to appropriate floors.
- h) Stairwells and Landings: Surfaces shall be free of dust, dirt, spillage, and other removable soil substances. Carpeted surfaces shall be free of obvious dirt, dust, spots, and spillages as further defined in Room Cleaning.

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- i) Wood Floors: There shall be no water solutions used on wood flooring. There shall be no dry stripping methods used on wood flooring. The Awardee shall mop all non-carpeted floors, to include staircases or as frequently as required to maintain standards set herein.
- j) Carpet and Rug Service: Carpeted areas shall be maintained, cleaned, and free of spots and odors. The Awardee shall vacuum all carpeted floors as frequently as required to maintain standards set herein.
- k) Carpeting in Main Public Areas: The Awardee shall maintain rugs and carpet clean and free of spots and odors. There shall not be any visible dirt, soil substances, spillages, or removable stains. Build-ups, spills, and crusted material shall be removed along with spots and smears. Cleaned areas of carpets and rugs shall be reasonably blended with surrounding carpets.
- l) Spot Cleaning: Carpet surfaces shall be free of removable spots, soiled traffic patterns, dirt, dust, debris, gum, and crusted material. Spot cleaning shall be accomplished by cleaning only the immediate affected area to remove any evidence of the dirt, soil, debris, liquid, stains, or other foreign materials which made the cleaning necessary.
  - i. Carpet spotting shall be completed, wherever necessary.
  - ii. If carpet spotting does not accomplish the goals outlined in item l above, Awardee shall notify the TCP if carpet/flooring needs replacement.
- m) Vacuuming: Carpet surfaces are to be free of dirt, dust, crumbs, and other debris. Basic vacuuming (e.g. all high traffic areas and main hallways/walkways) shall be minimally three times daily or as frequently as required to maintain standards set herein. Detail vacuuming (e.g. all high traffic areas, all main hallways/walkways, all offices, all conference rooms, cubicles, and all workrooms) shall be throughout the day as needed.
  - i. The Awardee shall utilize vacuum cleaners that meet the requirements of the Carpet and Rug Institute "Green Label/Green Label Plus" Testing Program
- n) Carpet Shampooing and Extraction Cleaning: The Awardee shall take measures to prevent the growth of mold. The carpet shall be dry before tenants occupy the building on the next business day. Moving of duplicating equipment, computer equipment, and similar type electric and electronic equipment shall be coordinated with the TCP, BM, and BMS prior to cleaning of the carpet. Any furnishings moved are to be returned to their original positions. Carpet shampooing and extraction cleaning standard planned services shall be on a semi- annual basis.
- o) Carpeting in Conference Rooms, Offices, and Other Rooms: These areas shall be cleaned in accordance with the above standards
- p) Rubberized or Specialized Mats: Certain facilities have specialized flooring, for further details regarding specialized flooring needs.
- q) Vinyl Composition Tile (VCT): These floors shall be swept and cleaned with disinfectant mop water three times daily or as frequently as required to maintain the standards set herein.
- r) Concrete: These floors shall be swept and cleaned with a damp mop.

### **A.3.b Restrooms, Showers, and Lockers:**

The Awardee shall provide standard restroom, shower room, and locker room cleaning services for the work items listed below. The Awardee shall provide Restroom(s), Shower Room(s), and Locker Room(s) Services in accordance with Occupational Safety and Health Administration (OSHA) 29 CFR 1910.1030 and in the case of human waste or fluids all cleaning and disposal shall follow Blood Borne Pathogens as specified in (OSHA) 29 CFR 1910.1030.

### **A.3.c Room/Dorm/Living Quarter Cleaning:**

The Awardee shall provide standard room cleaning services for the work items listed herein. The basic standard of services provided shall be of the highest quality. The custodial/housekeeping/housekeeping services provided shall be of the highest quality and policed at a frequency to maintain a clean appearance at all times. These areas shall be completely free from removable dirt, dust, soil substances, stains, or marks. The Awardee shall maintain, at a minimum, provide the following services:

- a) Entrances and Lobbies: The basic standard of services provided shall be consistent with "Room Cleaning" and "Floor Services" specifications of this contract; however, entrances and lobbies are high visibility areas, therefore, the Awardee shall give special attention to these areas. The custodial/housekeeping services provided shall be of the highest quality and policed at a frequency to maintain a clean appearance at all times. All entrances and lobbies shall be serviced three times daily or as frequently as required to maintain standards set herein.
- b) Corridors and Areaways: The Awardee shall clean floor surfaces to make sure they are free of trash, debris, dirt, marks, or foreign matter. The floor surfaces shall have a uniform appearance without unsightly buildup of debris or dust and shall be

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slip resistant. Walls and baseboards shall be free of water splashes and markings. Metal surfaces shall be polished. Glass surfaces shall be clean and free of dirt, grime, dust, streaks, watermarks, spots, and shall not be cloudy. All corridor and areaways shall be serviced three times daily or as frequently as required to maintain standards set herein.

- c) Shelter/Dorm Room Areas: The Contract shall clean these areas in accordance with all standards set within the full body of the SOW. In addition to the daily service standards, the Awardee shall wipe down (or spray) with approved disinfectant, all bed surfaces and mattresses (all sides) daily. The Awardee's representative shall report any evidences or suspicion of bed-bugs or any other pestilence to the shift Supervisor and the TCP immediately. The Awardee shall coordinate immediate pest control and quarantine measures with the TCP to prevent and suppress further spread of pestilence.
- d) Elevators: The Awardee shall clean all vertical and horizontal surfaces. All surfaces shall be clean and free of obvious dirt, dust, smudges, soil substances or other foreign matter. Metal surfaces shall be free of obvious smears, smudges, or soil substances. Carpeted surfaces and elevator door tracks shall be clean and maintained free of soil or foreign substances. Surfaces shall be clean and free of finger marks, smudges, and spills. Floors requiring a finish shall be maintained at a high luster. All elevators shall be serviced daily.
- e) Exposed Surfaces, Treads, Risers and Landings: Stairways, escalators, entrances, landings, railings, risers, ledges, grills, doors, radiators, and surrounding areas shall be free of dirt, dust, litter, and debris. All stairwells, escalators, entrances, landings, railings, riders, ledgers, grills, doors and surrounding areas shall be serviced daily or as frequently as required to maintain standards set herein.
- f) Guard Booth/Desk or Counters: Services provided shall be consistent with "Room Cleaning" specifications of this contract. Guard booths shall be serviced three times daily or as frequently as required to maintain standards set herein.
- g) Interior Loading Areas/Platforms/Ramps: The Awardee shall maintain these areas to ensure that trash, debris, and other discarded materials do not accumulate. Frequent policing is required. Interior loading areas/platforms and ramps shall be serviced three times daily or as frequently as required to maintain standards set herein.

### **A.3.d Surface Cleaning Services:**

The Awardee shall ensure building surfaces are maintained as follows:

- a) Horizontal Surfaces: All surfaces shall be free of dust, dirt, oil spots, or smudges. Cabinets and desks with papers, computers, and keyboards shall not be disturbed.
- b) Metal, Brass and Woodwork: Surfaces (including corners, crevices, moldings, ledges, handrails, grills, doors, doorknobs, doorframes, kick plates, etc.) shall be free of dust, streaks, spots, hand marks, oil, smudges, dirt, soil substances, encrustation, and streaks and shall present a uniform polished appearance.
- c) Glass Cleaning: All glass, clear partitions, mirror surfaces, bookcases, and other glass (within approximately 70" of the floor) shall be clean and free of dirt, dust, streaks, smudges, watermarks, spots and grime, and shall not be cloudy. There shall be no water spots on the glass or adjacent fixtures and furniture. Glass cleaning shall be done every third business day with the exception of restroom mirrors. Restroom mirror service shall be completed three times daily or as frequently as required to maintain standards set herein.
- d) Drinking Fountains: All fountains shall be free of dirt, watermarks, and all other debris or encrustations. Drinking fountains shall be sanitized and present a lustrous appearance. Drinking fountain service shall be provided three times daily or as frequently as required to maintain standards set herein.
- e) General Fixtures: Fixtures and surfaces shall be clean with no dust, spots, soil substances, discoloration, mold, build-up, or excess moisture.
- f) Walls: Clean Spots and/or Marks: Wall surfaces shall be free of smudges, marks, dirt, and spots. Cleaning should not cause discoloration.
- g) High Dusting/Cleaning: High dusting/cleaning is any interior room cleaning of seventy inches (70") and above. High dusting services shall be completed weekly or more frequently as needed to maintain standards set herein. Surfaces shall be free from all dust, lint, litter and soil (beyond 70"). Walls shall be free from dirt, smudges and markings. Ceiling shall be free from cobwebs and loose dirt.

### **A.3.e Trash, Waste, and Recycling Services:**

The Awardee shall provide the following trash, waste, and recycling services:

- a) Trash: All trash and recycling throughout the entire building, including but not limited to restrooms, office spaces, conference areas, clinic, kitchen and cafeteria shall be collected and removed throughout the day. Trash and recycle containers shall be emptied and kept clean, odor-free, and free of dirt, dust, debris, residue, and spilled materials. Plastic liners for all trash container, debris containers, and recycling bins shall not be torn, worn, or contain residue.

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- b) Recycling: The Awardee shall provide all labor, equipment, and means to collect and transport recyclable materials from recycling bins and containers located throughout the building to storage and loading areas. Recycling containers shall be emptied and kept clean, odor-free, and free of dirt, dust, debris, residue, and spilled materials. Plastic liners for all trash, debris containers, and recycling bins shall not be torn, worn, or contain residue. Cardboard side of desk recycling boxes shall be provided by the Awardees for staff office within the facility. Multiport Trash and Recycling common area bins shall be provided by the Awardees to each common area (i.e. break room, lunchroom, and etc.) within the facility.
- c) Trash and Recyclables Collection Process: The standards established from the ruling in the District case DC Gov. VS. Sierra Club 2001(Revised 2005) (Applicable Document #8) dictates responsibilities for District solicitations of recycling services and Awardee reporting of recycling data. Therefore, the following protocol shall be followed.
- d) Collection and Disposal: The Awardee shall provide clearly labeled "Recycling Only" Utility Collection Carts to collect and transport recyclable
- e) materials within the Facility. The Awardee shall never store or transport recyclables and trash together (even if bagged separately) in the same Utility Collection Cart, unless is a compartmentalized cart in order to avoid or give the appearance of contamination.
  - i. The Awardee shall collect recyclables on a daily basis from offices where large and mid-sized centralized containers are located. Centralized containers may be large white corrugated boxes approximately 42" high holding white ledger paper and/or mixed paper and smaller corrugated boxes approximately 18" high holding newspapers. Other centralized containers may also be composed of a plastic material. Utility Collection Carts containing recyclable materials shall be taken to the loading dock or designated hauling pick-up point within the premises to be emptied into "Recycling" designated hauling containers for transport to a recycling center.
  - ii. Awardee shall provide descriptive labels (Spanish and English) on all containers used to transport trash or recyclables to the loading dock or designated hauling pick-up point within each building.
  - iii. Awardee shall, at a minimum collect, for recycling purposes the following materials (mixed office paper, including newspapers and inserts, soft cover publications, catalogs, unwanted mail, magazines, all other paper, any color any size), paperboard, corrugated boxes, food and beverage containers made of glass, plastic, tin and aluminum, toner cartridges, or other recyclable materials as deemed appropriate by the District).
  - iv. Awardee shall pull corrugated containers from the trash stream and place them in designated recycling containers. The Awardee shall, if necessary, bundle or bind the corrugated containers to facilitate transport by the recycling hauler. Note: corrugated cardboard shall never be placed in trash dumpsters or compactors for disposal.
- f) Plate Glass: All glass (to include glass over and in exterior and vestibule doors, spandrel glass, all plate glass around entrances, lobbies, and vestibules) shall be clean and free of dirt, grime, streaks, and moisture and shall not be cloudy.
- g) Window Washing-Interior: Window sashes, sills, woodwork, and other surrounding of glass shall be wiped free of drippings and other watermarks. In addition, windows shall be thoroughly cleaned (free of dirt, grime, streaks, and moisture, and shall not be cloudy) from corner to corner on the interior on a daily basis.
  - i. Windows Blinds & Coverings (not including Drapes, Curtains, & Unique Coverings)
  - ii. Windows and blinds services shall be completed minimally on a semi-annual basis.
  - iii. Dusting: All blinds and coverings, cord tapes, and valances shall be clean and free of dust and spots.
  - iv. Washing: Both sides of blinds and coverings shall be washed.

### A.3.f Exterior Services:

The Awardee shall provide exterior standard services for the work items listed below. The Awardee shall ensure all exterior areas are clean in appearance, free of litter, dirt, trash, debris and discarded items with no obvious signs of removable stains or foreign matter on concrete, brick, or other hard surfaces. Power washing down exterior areas surrounding the building may be required by the TCP and/or District weather permitting. When exterior cleaning or policing is performed, persons shall use all safety equipment and procedures required in Occupational Safety and Health Administration (OSHA) 29 CFR 1910.1030.:

The Awardee shall provide the following exterior cleaning services:

- a) Servicing Outside Area: The Awardee shall ensure, at a minimum, the following exterior cleaning services are provided,
  - i. Policing: All areas including lawn, grounds, planted areas, sidewalks, hard surfaces, parking areas, garages, docks, trash/recycling bins, platforms, driveways, ramps, lanes, etc.) shall be clean of gum, litter, debris, paper, trash, and other discarded material;
  - ii. Unimproved Grounds: All areas shall be cleared of trash, debris, and other discarded material.
  - iii. Fence Lines: Fence lines shall be cleared of trash, debris, and other discarded material;

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- iv. Exterior Trash Dumpsters, Compactors, and Recycle Bins: The Awardee shall maintain the areas around the exterior bins free of trash, debris, and clutter.
- b) Exterior Plate Glass: The Awardee shall ensure all glass including spandrel glass, glass over and in exterior and vestibule doors, all plate glass around entrances, lobbies, and vestibules is clean and free of dirt, grime, streaks and moisture, and shall not be cloudy.
- c) Exterior Window Washing: The Awardee shall perform exterior window washing standard planned services on a semi-annual basis. The Awardee shall clean both sides of the glass to ensure the glass is clean and free of dirt, grime, streaks and moisture, and shall not be cloudy. The Awardee shall wipe and clean window sashes, sills, woodwork, and other areas surrounding the glass so that the area is free of drippings and other watermarks. Cleaning frequencies that are additional to standard planned services shall be completed on a supplemental reimbursement basis to the Awardee.
  - i. The Awardee shall ensure window washing work is performed consistent with safety requirements promulgated by the OSHA including adequate fall protection for window washers.
- d) Exterior Canopies: The Awardee shall ensure all canopies and anything affixed to, or included in the surfaces of canopies shall be clean and free of all dirt, dust, cobwebs, nests, bird excrement, trash, and debris on an annual basis.
- e) Exterior Hard Surface Areas: The Awardee shall ensure all areas including sidewalks, brick areas, hard surfaces, parking areas, garages, docks, moats, platforms, driveways, ramps, lanes, etc. shall be clean and free of dirt, debris, gum, litter, gravel, weeds, oil, and grease with no residual dirt. In addition, the Awardee shall ensure all spill residue and clean-up materials be disposed in accordance with the EPA and local regulatory agency requirements.
  - i. The Awardee shall provide, for the purpose of removal of trash, debris, and spill residue exterior hard surface area services cleaning three times daily or as frequently as required to maintain standards set herein; at a minimum of once during 1st shift and once during 2nd shift.
  - ii. The Awardee shall provide, for the purpose of removal of gum, hard debris, oil and grease, exterior hard surface services shall be performed every other week.
- f) Exterior Ash Receptacles and Trash Containers: The Awardee shall collect and remove all trash to a location designated by the Contact Administrator, BM and/or BMS. The Awardee shall empty trash containers and ash receptacles and ensure receptacles are emptied and kept clean, odor-free, and free of dirt, dust, ash, cigarette butts, debris, residue, and spilled material. The Awardee shall replenish sand in ash receptacles as necessary. The Awardee shall replace and ensure plastic liners for all trash containers are not torn, worn, or contain residue. The Awardee shall provide exterior ash receptacles and trash container services on a three times daily or as frequently as required to maintain standards set herein, unless otherwise specified by the Contact Administrator.
- g) Exterior Surfaces (Signs, Vending machines, Tables, and etc.): The Awardee shall clean exterior surfaces ensuring the surface is free of dirt, dust, residue, streaks, spots, soil substances, discoloration, or cloth streak with spill residue and clean-up materials /disposed of properly.
- h) Parking Structures, Parking Lot(s), Garages, and Exterior Loading Dock Areas: The Awardee shall remove all dirt, debris, residue, gum, grease, and tar in an environmentally sound manner to minimize the amount of waste washed into the storm sewers or onto the ground. The Awardee shall ensure areas are clean and free of dirt, water, streaks, mop marks, and oil spill(s). Spill residue and clean-up materials shall be disposed in accordance with the Environmental Protection Agency (EPA) and local regulatory agency requirements.
- i) The Awardee shall maintain these areas to ensure that trash, debris, and other discarded materials do not accumulate.
  - i. The Awardee shall perform policing no less than three (3) times daily at 8 a.m., 12 p.m. and 8 p.m. and additionally as required to maintain the standards set herein.
  - ii. The Awardee shall conduct annual pressure washing of all floors and walls of the exterior loading dock areas only. Cleaning frequencies that are additional to standard planned services shall be completed on a supplemental reimbursement basis to the Awardee.
  - iii. The Awardee shall police parking Structures, parking lots, garages, and exterior loading docks services are required no less than three (3) times daily at 8 a.m., 12 p.m. and 8 p.m. and additionally as required to maintain the standards set herein.
- j) Exterior Excrement Removal (Human): The Awardee shall ensure all steps and stairs, entrances, sidewalks, arcades, landings, balconies, and ledges shall be cleaned of all excrement while following established safety precautions as outlined in the Center of Disease Control (CDC) protocols. The Awardee shall maintain knowledge of cautionary requirements in cleaning areas contaminated by human excrement. The Awardee shall ensure staff designated to perform these services do so in accordance with OSHA standards.

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- i. Historically, excrement removal practices often mandate the application of a disinfectant on the excrement prior to its removal and/or on the affected surfaces after the removal process. Nowadays, most authorities agree that there is no need to apply anything to the excrement except water, although the use of a detergent will help remove the excrement from the surface. Since the route of the infection with harmful organisms living in the excrement is via respiration, they are rendered biologically neutral if they are not airborne. In many cases, the most efficient way to apply water under low pressure to dry excrement is by means of a hand-operated sprayer.

### **A.4. Eligible Organizations, Conflict of Interest, and Limits on Funding to Primary Religious Organizations**

#### **Eligible Organizations:**

Organizations that are incorporated or registered to do business in the District of Columbia, that can provide a DC Department of Consumer Regulatory Affairs (DCRA) Certificate of Good Standing and a DC Office of Tax and Revenue (OTR) Certificate of Good Standing, and that meet the following conditions may apply under this solicitation.

Additionally, bidders must meet the following conditions may apply under this RFP:

- A. Bidders must have and articulate specific experience providing janitorial services in a residential setting. TCP will not accept applications from any organization that does not demonstrate such experience.
- B. Bidders shall possess all licenses and certifications to perform services. the awardee bears the sole burden for ensuring that all legally required licenses and permits are obtained and renewed as specified by the regulating agency.
- C. Bidders must be certified by the District of Columbia Department of Small and Local Business Development (DSLBD) as a Small Business Enterprise (SBE). A certification acknowledgment letter must be included as an attachment to proposals.
- D. Applicants must articulate a plan a comprehensive Janitorial Facility Assignment Record for each facility designed to adequately staff and meet the standard service level requirements. Staff shifts for each location should be 7am-3pm and 3pm-11pm.
- E. Applicants must include a Green Cleaning Plan (GCP) as an attachment to their proposals. The GCP should describe the methods, materials, supplies, and any other equipment to be used to complete the tasks listed in the "Summary of Services Required" section of this RFP. The contractor must submit a monthly report that shows the volume (by liter) amount per facility of Green Cleaning products used.

#### **Conflict of Interest:**

Bidders must avoid any conflict of interest in carrying out activities funded by the District of Columbia. Generally, this means that a person who is an employee, otherwise in a decision-making position, or has information about decisions made by the organization (such as an agent, consultant, volunteer, Board member, officer or elected or appointed official of the organization) may not obtain a personal or financial interest or benefit from the organization's activity, including through contracts, subcontracts, or agreements. This exclusion continues during the employee's tenure and for one year following employment.

As part of general guidelines for the procurement of goods and services, organizations are required to have a "code of conduct" or "conflict of interest" policy in place that prohibits employees, officers, agents, or volunteers of the organization from participating in the decision-making process related to procurement if that person, or that person's family, partner, or any organization employing any of the above has a direct financial interest or benefit from that procurement. In addition, these persons may not accept any gratuity, favors, or anything of monetary value from a contractor, consultant, or other entity whose services are procured for the organization. Organizations should develop standards for avoiding such apparent or potential conflicts. Such standards must include written policy that is part of the employee policies. Employees and board members are required to sign a statement indicating that they have read the policy and will comply.

#### **Limits on Funding to Primary Religious Organizations:**

In order to uphold the basic provisions of separation of church and state, a number of conditions apply to the provisions of funding to organizations that are primarily religious in nature. These provisions generally require that when funded, the religious organization will provide services in a way that is free from religious influences and in accordance with the following principals:

- The organization will not discriminate against any employee or applicant for employment on the basis of religion, and will not limit employment or give preference in employment on the basis or religion.

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- The organization will not discriminate against, limit services provided to, or give preference to any person obtaining shelter, other service(s) offered by the project, or any eligible activity on the basis of religion and will not limit such service provision or give preference to persons on the basis of religion.
- The organization will not provide religious instruction, counseling, religious services, worship, engage in religious proselytizing, or exert other religious influences in the provision of shelter or other eligible activities.

Requiring that a program participant attend religious services or meetings as a condition of receiving other social services at the organization (such as shelter or a meal) is not allowed under this provision. Allowing participant to choose to take part in services or meeting offered by the organization as they wish, is allowable.

### **A.5. Pre-Application Meeting**

A pre-application meeting will be held on January 9, 2018, at 3:00 p.m., at 801 Pennsylvania Avenue, SE. Persons or organizations planning to attend should RSVP to [rfp@community-partnership.org](mailto:rfp@community-partnership.org) no later than January 8, 2018, at 5:00 pm. Persons or organizations unable to attend the Pre-Application Meeting, but who wish to be considered for funding under this solicitation must register with TCP, in writing, via email no later than January 9, 2018, at 5:00pm.

TCP will announce a schedule for touring facilities where janitorial services are to be provided following the Pre-Proposal Conference.

### **A.6. Queries and Amendments**

Requests for information about this announcement should be addressed in writing to:

Jose Lucio  
[rfp@community-partnership.org](mailto:rfp@community-partnership.org)

No informational visits or phone inquiries regarding this will be allowed. Prospective applicants may address written questions about this solicitation to [rfp@community-partnership.org](mailto:rfp@community-partnership.org). Questions will be accepted from the date the solicitation is released until January 15, 2018. Written responses will be provided to all registered prospective applicants as an addendum to this solicitation no later than January 16, 2018 at 5:00 pm.

### **A.7. Application Closing Date**

Applications must be submitted electronically no later than February 9, 2018, at 2:00 p.m. Applications received after the closing date and time will not be considered unless they are the only applications received.

### **A.8. Initial Offers and Negotiations**

TCP may negotiate with bidders for the purpose of obtaining the best price, or arriving at a statement of work that is most advantageous to the functioning of the project.

### **A.9. Award Notification**

From the date of notification until the effective date of the award, it shall be the responsibility of the successful applicant to advise TCP of any change in status regarding its ability to comply with the requirements mandated for the fulfillment of the terms of the contract.

### **A.10. Retention of Applications**

All applications will be retained by TCP and will not be returned to the bidders.

### **A.11. Protests**

Any applicant may file a protest in connection with this solicitation addressed to Judith Dobbins, Chair of the Board of Directors of The Community Partnership for the Prevention of Homelessness (TCP), with a copy to Sue Marshall, Executive Director of The Community Partnership for the Prevention of Homelessness, stating the reason for the protest and providing written evidence or documentation. Protests will be acted on by the Board of Directors of TCP within two meetings of the Board following receipt of the protest. Decision of the Board of Directors shall be final. Protests should be addressed in writing to:



## TCP SOLICITATION 3-2017

Judith Dobbins, Board Chair  
cc: Sue Marshall, Executive Director  
The Community Partnership for the Prevention of Homelessness  
801 Pennsylvania Avenue, SE  
Suite 360  
Washington, DC 20009

### **SECTION B: APPLICATION PREPARATION AND SUBMISSION**

#### **B.1. Application Submission**

Applications must be sent via email and received by the closing date and time to [rfp@community-partnership.org](mailto:rfp@community-partnership.org)

#### **B.2. Application Style**

All applications must be submitted as a Word document or Portable Document Format (PDF) file electronically via email attachment. Each application will have numbered pages, with type not less than 12 points and double line spacing.

PDF, Facsimile and hard copy applications **will not** be accepted. Unnecessarily elaborate applications beyond the information needed to present a complete and effective response to this solicitation are not desired.

#### **B.3. Application Form and Content**

Addendum 1 provides instructions regarding the format and required contents of the response to this SOLICITATION.

#### **B.4. Confidential/Proprietary Information in Application**

Bidders must specifically identify those portions of their applications deemed to be confidential, proprietary information or trade secrets, which should not be disclosed by TCP. Such confidential/proprietary information must be easily separable from the non-confidential sections of the application.

### **SECTION C: REQUIREMENTS**

#### **C.3. Organizational Experience**

##### **Organizational and Background Information:**

State the full name and address of your organization and, if applicable, the branch office or other subordinate elements that will perform, or assist in performing, the work. Indicate whether it operates as an individual, partnership, or corporation; if as a corporation, include the jurisdiction in which it is incorporated. Provide the following information: Year Company /Organization was established. Is your company / organization a subsidiary of another company / organization - If yes, information should be included for both parent and subsidiary. Current Number of Company Employees. Provide evidence of your financial strength and ability to manage accounts relative to the size and scope you are bidding – examples may include recent annual reports, income statement, balance statement, and/or equivalent information (independent statement of net worth)

##### **Prior Experience:**

Bidders must indicate relevant experience that demonstrates the ability to successfully manage a contract for the services defined by this RFP. Include sufficient detail to demonstrate the relevance of this experience to the size and scope of the locations that you are bidding. Proposals submitted should include, in this section, descriptions of at least one qualifying relevant experience to include project/client descriptions, costs, and starting and completion dates of projects/contracts successfully completed.

Additionally, bidders must demonstrate experience in the following areas:

- Emergency Management Procedures: Bidders must demonstrate their procedures for managing an occupied facility during crises, that may include but aren't limited to:
  - Natural disaster
  - Facility deemed unsafe
  - Standard evacuation procedures

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- Fire Watch Patrol Services Plan: Bidders must provide a sample Fire Watch Patrol Plan that has been implemented at a site where they provided services

The applicant should provide references and supporting data on successful outcomes and service delivery.

### **C.1. Scope of Work and Work Plan**

Bidders must propose a scope of work that demonstrates how the services provided will ensure janitorial services will be provided in accordance with the requirements of this solicitation.

### **C.2. Staffing Plan**

All bidders must provide a staffing plan that addresses to how they will deliver janitorial services in a manner that is consistent with the requirements of this solicitation. The staffing plan should include:

- Before Job Placement: Explain the type of training that is provided to the employees prior to placing them on the job assignment;
- On the Job Training (OJT): Provide the duration of the training, what the training consists of, the credentials/qualifications of the instructor, etc.; and
- On-Going Training: Provide any on-going training that your company provides to employees; (i.e. weekly, quarterly, semi-annual training, attendance to seminars, certifications held, etc.).

The response must also include a detailed staffing structure, which at a minimum outlines the following:

- Staffing schedule;
- Procedures for when there is a shortage in staffing; and
- The number of staff required for each proposed service location.

### **C.3. Budget and Budget Narrative**

#### **Budget:**

Projects will submit a detailed project budget, using the Excel forms provided with this RFP. The budget must indicate the total funding required for the project and denote the itemized costs which are being requested. There are two budget sheets, one for operating costs and one for personnel costs. Ensure the budget includes line items for ALL of the minimum required services described in the RFP.

#### **Budget Narrative:**

The budget narrative should clearly define the purpose intended for requested funds by identifying and justifying the need for project activities. This narrative should be presented in an organized, concise format that includes:

- A detailed description for each line item, which breaks down monthly costs and the anticipated number of clients to be served or other detail, as appropriate. Sufficient information must be provided to indicate accuracy of projected costs.
- A description of leveraged in-kind or cash match resources the program will be able to utilize

#### **Audit:**

Bidders must submit their most recent Certified Audited Financial Statement.

### **C.4. Recordkeeping and Reporting Requirements**

The Awardee shall develop a comprehensive Janitorial Facility Assignment Record for each facility designed to adequately staff and meet the standard service level requirements outlined in this Statement of Work and in accordance with the most current industry standards.

The Awardee must maintain a Material Safety Data Sheet on all products used for each site. A new MSDS must be provided should product changes occur.

The Awardee Janitorial Quality Control Plan

Awardee must also maintain a record of all company and individual employee licensing and certifications required under this RFP.

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### **C.6. Monitoring and Evaluation**

The provider will be monitored and evaluated by TCP according to its scope of work and performance objective which will be an integral part of its awarded contract. TCP will at all times have access to the work being performed under the contract, wherever it may be in progress. TCP will review program data, observe program operations, interview staff and participants, examine program and financial records regarding the contract, and review records regarding volunteer hours, in-kind contributions, or cash resources which the applicant has declared as part of their match for accomplishing program objectives.

### **SECTION D: OTHER TERMS AND CONDITIONS**

Any contract resulting from this solicitation shall be subject to the following terms and conditions:

#### **D.1. First Source**

The successful applicant will be required to comply with the Department of Employment Services (DOES) First Source Employment Program. The First Source Employment Program ensures that District residents are given priority for new jobs created by municipal financing and development programs.

#### **D.2. Audits**

The successful applicant will be expected to maintain complete and accurate records substantiating all actual expenditures and leaving a clear audit trail to the point of origin. At any time during the period of the grant or for three years thereafter, TCP and/or the Government of District of Columbia may have the applicant's financial and program records audited. Any contract payments found not to have been spent on agreed upon and allowable program purposes shall be returned to TCP. TCP will also require that all successful bidders have an annual independent audit of their contract-related program conducted, and its pricing limits assume that this administrative cost will be part of the project's budget.

The Applicant must provide in its responses to this solicitation a copy of its most recent financial audit.

#### **D.3. Insurance**

The standard insurance provisions required by the District of Columbia Department of Human Services contracts will be applicable to this contract:

1. The awardee, at its expense, shall obtain the minimum insurance coverage set forth below prior to award of the Contract and keep such insurance in force throughout the contract period. A Certificate of Insurance naming "The Community Partnership for the Prevention of Homelessness 801 Pennsylvania Ave SE, Suite 360, Washington, DC 20003" as an additional insured for all coverage except automobile and worker's compensation and proof of current insurance coverage for any coverage not listed on the certificate shall be forwarded to TCP at the time of contract execution.
2. The awardee shall carry general liability coverage of up to one million dollars (\$1,000,000).
3. The awardee shall carry Umbrella/Excess Liability with a five million dollar (\$5,000,000) limit per occurrence.
4. If the awardee uses any vehicles in connection with this contract, the awardee shall carry automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property liability covering the operation of all automobiles. Policies covering automobiles shall provide coverage of up to two hundred thousand dollars (\$200,000) per person and five hundred thousand (\$500,000) per occurrence for bodily injury and twenty thousand dollars (\$20,000) per occurrence for property damage.
5. If the awardee shall carry Workers' Compensation insurance, including employer's liability coverage, covering all of its employees employed upon the premises and in connection with its other operations pertaining to this Contract, and shall comply at all times with the provisions of the Workers' Compensation laws of the District or other state if the Contract work is performed outside of the District of Columbia. The policy shall provide for one hundred thousand (\$100,000) per accident for injury, one hundred thousand (\$100,000) per employee for disease with a five hundred thousand (\$500,000) policy limit for disease.
6. When the awardee's scope of work includes the provision of professional case management services, the awardee shall carry Professional Liability Insurance of \$1,000,000 per claim.
7. All insurance provided by the awardee as required by this section, except comprehensive automobile liability and Workers' Compensation insurance, shall set forth TCP as an additional insured. All insurance shall be written with responsible companies licensed by the District's regulatory agency (DCRA) to do business in the District. The policies of insurance shall provide for up to thirty (30) days written notice to TCP prior to their termination or material alteration.

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8. At its option, the awardee may maintain the above stated minimum levels of insurance through a self-insurance plan. Should this option be exercised, the awardee is relieved of responsibility to comply with Article XII, Item 6 however the awardee must certify in writing to TCP at the time of contract execution that coverage is maintained through a self-insurance plan.

### **D.4. Compliance with Tax Obligations**

Prior to receipt of a contract as a result of this SOLICITATION, a successful applicant must be in compliance with District and Federal tax requirements. Appropriate documentation of these facts from the District Department of Consumer and Regulatory Affairs must be provided when requested by TCP.

## **SECTION E: EVALUATION CRITERIA**

### **E.1 Scoring and Competitive Range**

The factors for rating and ranking applications and the points for each factor are provided below. The points in the evaluation criteria outlined below will provide a scoring system to be used in making recommendations for awards to the Executive Director of TCP. A total maximum of 100 points is possible plus 25 bonus points. Only bidders who score at least 80 points will be considered to be in the competitive range for contract awards.

Interviews may be scheduled to clarify proposals. Negotiations with qualified bidders with respect to program size, location, or cost may precede contract award decisions, at TCP's discretion.

### **E.2 Specific Criteria and Points**

- A. Organizational and Background Information (15 points)
- B. Scope of Work & Work Plan (35 points)
- C. Staffing Plan (35 points)
- D. Budget, Budget Narrative, and Audit (15 points)

### **E.3 Bonus Points (10 points)**

- A. Bidders may receive bonus points based on their ability to demonstrate and document resources that will be used to leverage the DHS contract funds. Leverage resources may be cash or in-kind (10 points).

## **SECTION F: INSTRUCTIONS FOR APPLICATION AND FORMAT FOR RESPONDING TO TCP SOLICITATION 3-2017**

These instructions contain the required content and format for agencies to submit an application for funding under **SOLICITATION TCP 3-2017**. Bidders must adhere to the form outlined in these instructions, including page limitations, in order for their application to be reviewed for funding. All narratives should be formatted as described below within the given page limits.

Narratives and other attachments to your application must follow the following format guidelines:

- Page Size: 8.5" x 11"
- Margins: one-inch all around
- Font: Arial
- Font (regular text): 11 point
- Font size/style for headings: 16 point, Bold. (subheadings - 11 point, Bold.)
- Spacing: Double-spaced
- Headers: Left-justified - indicate the rating factor or executive summary.
- Footers: Left-justified - name of applicant. Right-justified - page number out of total pages. (ex. Page 1 of 3)

### **F.1 Authorization for Application and Summary Information (Maximum 2 pages)**

- A. Date the application is submitted to TCP.
- B. Name and business address of the organization(s); include both the full legal name of the organization and its commonly used name, if different.
- C. Provide phone number and facsimile number (if any) of the organization applying.

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- D. Provide contact person of the organization applying, include their phone number.
- E. State the total annual budget of the organization(s) and fiscal year used for accounting.
- F. State the total budget for the work proposed in this application, including both cash and in-kind and volunteer resources to be applied to this work.
- G. State the total funding requested by this application.
- H. Include the organization’s Federal tax identification (EIN) number.
- I. At the end of this section provide a signature of the person in the organization with authority to contract.

**F.2 Evaluation Criteria (Maximum 20 pages)**

See Section E.

**SECTION G: Documents Incorporated**

The following documents are incorporated and made part of this solicitation:

- A. Homeless Services Reform Act of 2005 – including all amendments enacted since its passage



Attachments:

- 1. Budget Forms
- 2. Capacity by Program Site
- 3. Contract Deliverables