

REQUEST FOR PROPOSALS TCP July 2026

“Janitorial Services”

Issuance Date: July 17, 2026

Closing Date: August 14, 2026

Closing Time: 2:00 PM

Headquarters In-Person Visit (Mandatory):

Date: July 23, 2026 – July 30, 2026

Time/TBD

Bidders Conference:

Date: July 22, 2026

Time: 7:00am – 8:00am

Meeting Method: TEAMS

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INTRODUCTION

The Community Partnership for the Prevention of Homelessness (TCP), a nonprofit organization that operates in the District of Columbia, is seeking proposals from which it may award one or more contracts to provide janitorial services at the sites listed below.

<u>Site/Location</u>	<u>Base Year Monthly Budget</u>	<u>Base Year 12 month Budget</u>
New York Avenue: 1355 New York Ave NE	\$22,500.00	\$270,000.00
Harriet Tubman - 1910 Massachusetts Avenue SE	\$20,075.00	\$240,900.00
Adams Place Men's Shelter - 2210 Adam's Place NE	\$13,916.67	\$167,000.04
801 East - 801 East - 2700 MLK Ave SE	\$82,794.00	\$993,528.00
801 East Respite - 801 East - 2700 MLK Ave SE	\$21,473.72	\$257,684.64
Pat Handy Legacy - 810 5th Street NW	\$20,000.00	\$240,000.00
Emery Men's Shelter - 1725 Lincoln Road NE	\$11,250.00	\$135,000.00
Madison @Rolark - 4300 12th Street SE	\$10,519.61	\$126,235.32
The Aston - 1129 New Hampshire Ave NW	\$15,416.67	\$185,000.04
E Street - 25 E Street NW	\$15,416.67	\$185,000.04
Adams Place Day Center -2210 Adams Place NW	\$9,000.00	\$108,000.00
(Hypo) 801 East - 2722 MLK Jr Ave SE	\$21,325.89	\$127,955.34 (6 months)
(Hypo) Emery Shelter - 1725 Lincoln Rd NE	\$21,325.89	\$127,955.34 (6 months)

(Hypo) Salvation Army - 3335 Sherman Ave NW	\$21,325.89	\$127,955.34 (6 months)
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SECTION A: GENERAL DESCRIPTION

A.1 Service Performance:

The awardee shall ensure janitorial services of designated District-owned and leased facilities utilized within the Continuum of Care.

The awardee shall develop comprehensive Janitorial Facility Assignment Record directives for each facility designed to adequately staff and meet the standard service level requirements outlined in this Statement of Work (SOW) and in accordance with the most current industry standards. The Janitorial Facility Assignment Record shall be submitted within thirty days of contract award and annually thereafter. The awardee shall comply with the most recent versions and any future revisions to all applicable Federal and District laws, Court Orders, regulations, and policies in the fulfillment of the required services. The directives define the specific duties and hours of operation that the contracted janitorial staff are to perform. The contracted janitorial staff shall not deviate from the directions provided by the directives except in emergencies or as directed by TCP. TCP may modify, amend, and/or revise the directives to change shift duties, start and stop times, and post locations, provided the change is within the SOW scope and has no impact on price. Such changes shall not require modification to the SOW.

The awardee shall ensure all cleaning and services under this SOW. Cleaning and services shall be carried out safely and legally in accordance with all applicable federal, state, and local laws and regulations.

The awardee shall ensure employees assigned to site(s) awarded 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. The awardee shall verify and comply with all federal, state, and local requirements.

The awardee shall ensure that all requirements in the SOW are documented and posted in public view. For example, the awardee shall post all weekly cleaning logs at entrances that provide the date and time of services provided.

The awardee shall ensure that materials and chemicals that threaten the health or safety of site staff, participants, District employees or visitors or disrupt tenant agency operations due to undesirable odors or fumes are not used at any time.

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 do 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), including staircases, minimally daily or as frequently as required to maintain standards set herein. Supply, place, and remove appropriate and proper signs/warning signs for wet floors to ensure end-user safety.

The awardee shall ensure that the water/disinfectant solution used for damp-mopping floors shall be changed when or sooner than when it becomes “dirty” such that the definition and standards of a damp-mopped floor (a method that uses clear water, chemical-free mopping) in the preceding section cannot be met.

The awardee shall ensure employees assigned to any site awarded, use separate dust mops and damp mops for bathrooms. Such implements shall be identified as to their use. Any implement used in the bathroom shall not be used on a non-bathroom floor until or unless sanitized by laundry or similarly cleaned.

The awardee shall ensure that the water/disinfectant damp-mopping solution shall never be used for a non-bathroom floor (once used) and shall be changed for each application.

The awardee shall ensure that place “Wet Floor” caution signs, with appropriate symbols, and written in both English and Spanish, on the floor in any area being damp mopped or wet due to weather-related instances until the floor is dried. The restrooms shall be closed to public use during cleanings. All other damp-mopped areas shall remain accessible with appropriate signage.

The awardee shall ensure all cleaning products are used as directed by the manufacturer. Concentrated products shall be diluted to the specified ratio; required protective apparatus (e.g., gloves) shall be worn; setting or soaking periods shall be adhered to; and rinsing shall occur if directed.

The awardee shall ensure provide floor care services as described below:

- a. Laminated Flooring (ADP Floors): Damp mopping shall be the only wet cleaning method for floors in Automated Data Processing (ADP) space.
- b. Asphalt Floors: Damp mopping shall be the only wet cleaning method for floors containing asphalt material.
- c. All applicable floor areas shall be maintained in accordance with the awardee’s Quality Control Plan. Surfaces shall be 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 #25).

The awardee shall ensure these areas to ensure that trash, debris, and other discarded materials do not accumulate. Policing should be done, at a minimum, three times a day.

- e. Stripping, Sealing, and Waxing: The awardee shall ensure full-scale stripping, sealing, and waxing standard planned services semi-annually. 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, scuff marks, 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 ensure buffing in high-traffic areas, standard planned services on a bi-weekly basis, and low-traffic areas on a monthly basis, in accordance with manufacturing standards.
- g. Sealing: The awardee shall ensure industry-standard sealant on appropriate floors on a semi-annual basis. The 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.
- i. Wood Floors: No water solutions shall be used on wood flooring. No dry stripping methods shall be used on wood flooring. The awardee shall ensure to mop all non-carpeted floors, including 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 ensure to vacuum all carpeted floors as frequently as required to maintain the standards set herein.
- k. Carpeting in Main Public Areas: The awardee shall ensure rugs and carpets 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 that made the cleaning necessary.
 - i. Carpet spotting shall be completed wherever necessary.
 - ii. If carpet spotting does not accomplish the goals outlined in item one above, the awardee shall notify TCP if the 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

done throughout the day as needed.

The awardee shall ensure that vacuum cleaners meet the requirements of the Carpet and Rug Institute "Green Label/Green Label Plus" Testing Program.

The awardee shall ensure 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 of electric and electronic equipment shall be coordinated with TCP 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.

- a. Carpeting in Conference Rooms, Offices, and Other Rooms: These areas shall be cleaned in accordance with the above standards.
- b. Rubberized or Specialized Mats: Certain facilities have specialized flooring; for further details regarding specialized flooring needs.
- c. 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.
- d. Concrete: These floors shall be swept and cleaned with a damp mop.

The awardee shall ensure standard restroom, shower room, and locker room cleaning services for the work items listed below. The awardee shall ensure 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.

The awardee shall ensure at a minimum:

- a. Restroom(s) Services: The awardee shall ensure these areas are cleaned in accordance with the above standards. Additionally, they shall be free of discarded material and trash shall be emptied to prevent the containers from overflowing. Restrooms shall be policed minimally every two hours to prevent trash from accumulating. Commode seats and sinks shall be wiped during policing to maintain a clean appearance. Full restroom cleaning services shall be provided a minimum of three times daily or as frequently as required to maintain the standards set herein.
- b. Locker Room(s) Services: The awardee shall ensure that all lockers are wiped and disinfected inside and outside of each locker room daily or as frequently as required to maintain the standards set herein. This includes all vertical and horizontal surface areas including the tops of lockers and baseboards.
- c. Service Standards & Expectations:
- d. Standard Restrooms, Shower Rooms, and Locker Rooms: All standard restrooms, shower rooms, and locker room services are provided in accordance with the above standards, a

minimum of two times daily or as frequently as required, to maintain standards set herein.

- e. Scrub Restroom, Locker-room, Shower room Floors/Hard Surface including Partitions and Walls
- f. Close the restroom, locker room, and shower room, remove all movable objects from the area, and place approved “closed” signage to the area prior to beginning the task. Apply approved cleaning solution at approved dilution to the scrubbing area, not allowing the solution to dry. Quickly agitate a small section coated with the solution using an approved stiff-bristle brush.
- g. Be sure the grout is cleaned. Thoroughly mop, rinse with a clean cotton mop and clear water twice. Ensure all walls, doors, baseboards, etc., are thoroughly rinsed.
- h. Plumbing fixtures, Surfaces, and Additional Fixtures: All plumbing fixtures, surfaces, and additional fixtures, including pipes, washbasins, urinals, modesty panels, toilets, shower stalls, etc. shall be clean, disinfected, and bright with no obvious dust, stains, streaks, soil substances, rust, mold, or encrustation and cleaned a minimum of three times daily or as frequently as required to maintain standards set herein.
- i. Floor and Wall Grout: All floor and wall grout shall be maintained free of any dirt, grime, or finish buildup. Grout shall be deep-cleaned on a quarterly basis with a grout machine to the satisfaction of TCP.
- j. Partitions, Doors, Shower Curtains, Vents, Sills, and other Walls: Partitions, doors, shower curtains, vents, sills, and walls shall be free of grime, mildew, dust, dirt, bodily fluid, waste, and graffiti. There shall be no sign of obvious dust, soil substances, or dirt on the walls, mirrors, stalls, and metal surfaces. These areas shall present a clean and sanitized appearance and shall be maintained odor-free. All partitions, doors, shower curtains, vents, sills, and other walls shall be cleaned at least three times daily or as frequently as required to maintain the standards set herein.
 - i. Blood and Bodily Fluids: Should blood, bodily fluid substances, or any unsanitary condition be present, the awardee shall clean the substance and sanitize it as appropriate and per government regulations. Policies and procedures shall adhere to OSHA standards. Employees are required to practice universal precautions as the method of infection control and comply with all policies for preventing the transmission of infections. Employees shall report all exposure incidents of blood and body fluids immediately to the awardee leadership and TCP. Employees shall follow and adhere to all handwashing/hand hygiene procedures and protective barrier precautions when performing cleaning tasks.
 - ii. Waste receptacles and sanitary Napkins: Waste receptacles and sanitary napkin containers shall be emptied and disinfected with new bags inserted at a minimum of three times daily or as frequently as required to maintain the standards set herein.
 - iii. Floors: Unless otherwise indicated, the quality standard for this item is the same as that described in Section C.38 "Floor Care Service".
 - iv. Mirror Cleaning: All mirrored surfaces shall be clean and free of dirt, dust, streaks, watermarks, spots, and grime, and shall not be cloudy.
 - v. Dispensers: The District shall provide dispensers unless otherwise specified by TCP.

The awardee shall replenish supplies and fill dispensers as a standard service monthly or as frequently as required to maintain the standard set herein. The supplies for the provided dispensers shall be compatible with the dispenser manufacturer's requirements. The awardee shall ensure that automatic air fresheners in all restrooms, locker rooms above the lockers, and door rooms. Automatic air fresheners shall be replenished as per the manufacturer's recommendations. Supplies for dispensers including but not limited to toilet seat covers, toilet tissue, paper towels, soap, hand sanitizer, etc., shall be continuously maintained and refilled throughout the day as necessary to meet the needs of the tenants.

- a. All soap and hand sanitizer dispensers shall be refilled each time levels become 75% finished.
- b. All loose paper towel dispensers shall be refilled each time levels become 75% finished.
- c. All rolling paper towel dispensers shall be replaced when levels become 80% finished.

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, C.40” and “Floor Services, C.38” specifications of this contract; however, entrances and lobbies are high-visibility areas. Therefore, the awardee shall ensure special attention to these areas. The custodial/housekeeping services provided shall be of the highest quality and policed frequently 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 the standards set herein.
- b. **Corridors and Areaways:** The awardee shall ensure employees assigned to any site(s) awarded clean floor surfaces to ensure 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 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, and spots, and shall not be cloudy. All corridors and areaways shall be serviced three times daily or as frequently as required to maintain the standards set herein.
- c. **Shelter/Dorm Room Areas:** The awardee shall ensure that employees assigned to any site(s) awarded 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 ensure the subcontractor wipes down (or sprays) all bed surfaces and mattresses (all sides) daily with an approved disinfectant. The awardee’s representative shall immediately report any evidence or suspicion of bedbugs or any other pestilence to the shift Supervisor and TCP. The awardee shall ensure the subcontractor coordinates immediate pest control and quarantine measures with TCP to prevent and suppress the further spread of pestilence.
- d. **Elevators:** The awardee shall ensure the subcontractor cleans 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 the standards set herein.
- f. **Guard Booth/Desk or Counters:** Services provided shall be consistent with this contract's "Room Cleaning" specifications. Guard booths shall be serviced three times daily or as frequently as required to maintain the standards set herein.
- g. **Interior Loading Areas/Platforms/Ramps:** The awardee shall ensure the subcontractor maintains 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 the standards set herein.
- h. **Vending Areas, Breakrooms, Kitchen, Pantry, and Lunch Areas:** The awardee shall ensure that the exterior and interior refrigerator cleaning standard planned services three times daily or as frequently as required to maintain standards set herein. All areas that are included in the vending space and seating areas shall be clean, sanitized, and free of spillages, food crumbs, spots, smudges, marks, and soil and show no signs of apparent trash and debris. Due to daily heavy personnel usage, additional cleaning and policing shall be provided to ensure these areas and furniture therein are clean and sanitary. Counters, the exterior of vending machines, and all appliances shall be maintained clean and free of spillages, spots, smudges, or marks. The finished floor area shall be free of dirt, spots, spillages, and soil and shall be maintained in accordance with the "Floor Services" portion of this contract. The interiors and exteriors of the refrigerators shall be completely emptied and cleaned on a weekly basis (every Friday). The exterior and interior of all microwave appliances shall be wiped down and cleaned on a daily basis; all appliance interior surfaces shall be cleaned three times daily or as frequently as required to maintain the standards set herein. Vending areas, break rooms, kitchen, pantry, and lunch areas shall be serviced a minimum of three times daily or as frequently as required to maintain the standards set herein.

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, 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 except for restroom mirrors. Restroom mirror service shall be completed three times daily or as frequently as required to maintain the 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 the 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 70" and above. High dusting services shall be completed weekly or more frequently as needed to maintain the 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. The ceiling shall be free from cobwebs and loose dirt.

The awardee shall ensure that the employees assigned to site(s)s awarded 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 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 containers, debris containers, and recycling bins shall not be torn, worn, or contain residue.
- b. **Recycling:** The awardee shall ensure to provide all labor, equipment, and means to collect and transport recyclable materials from recycling bins and containers throughout the building to storage and loading areas. Recycling containers shall be emptied, kept clean, and maintained in a state that is odor-free, free from 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. The awardee shall ensure the cardboard side of desk recycling boxes is provided to each individual within the facility. The awardee shall ensure that multi-port trash and recycling bins are provided for each common area (e.g., break room, lunchroom) 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 #16) dictate 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 ensure the subcontractor provides clearly labeled "Recycling Only" Utility Collection Carts to collect and transport recyclable materials within

the Facility. The awardee shall ensure that the facility never stores or transports recyclables and trash together (even if bagged separately) in the same Utility Collection Cart unless it is a compartmentalized cart in order to avoid or give the appearance of contamination.

The awardee shall ensure that recyclables are collected 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 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.

The awardee shall ensure descriptive labels (Spanish and English) on all containers that transport trash or recyclables to the loading dock or designated hauling pick-up point within each building.

The awardee shall ensure that, at a minimum, collects, 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).

The awardee shall ensure that team assigned to site(s) awarded pull corrugated containers from the trash stream and place them in designated recycling containers. The awardee shall ensure, 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.

The awardee shall ensure that employees assigned to site(s)s awarded set aside all broken furniture, wooden pallets, and similar large objects for bulk collection pick up.

The awardee shall ensure employees assigned to site(s)s awarded weigh each week all recycling materials using scales:

- (1) at facilities with existing scales,
- (2) for facilities without scales, the awardee shall ensure the subcontractor completes and submits the Weekly Recyclable and Trash Weight forms to TCP. The forms shall include, at a minimum, the location, date, size of the container, container contents, the weight of the container (if applicable), the quantity of full containers, and partially filled containers to the nearest quarter. TCP shall approve all forms:
 - a. Plate Glass: All glass (including glass over and in exterior and vestibule doors, spandrel glass, and all plate glass around entrances, lobbies, and vestibules) shall be clean and free of dirt, grime, streaks, and moisture, and shall not be cloudy.
 - b. Window Washing-Interior: Window sashes, sills, woodwork, and other glass surroundings 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 daily.
- c. Windows Blinds & Coverings (not including Drapes, Curtains, & Unique Coverings) Windows and blinds services shall be completed minimally semi-annually.
 - d. Dusting: All blinds, coverings, cord tapes, and valances shall be clean and free of dust and spots.
 - e. Our collective responsibility is to ensure that any non-operational blinds and coverings are promptly reported to TCP for repair.
 - f. Washing: Both sides of blinds and coverings shall be washed.

The awardee shall ensure the subcontractor provides exterior standard services for the work items listed below.

The awardee shall ensure all exterior areas are clean in appearance and 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. The awardee shall take into consideration that exterior grounds are heavily used as a smoking area; therefore, the awardee shall ensure all exterior areas surrounding the building are policed during service hours (7:00 a.m. through 9:00 p.m.) at a frequency minimum of every four hours to prevent trash and debris from accumulating; this includes the possible deposition of syringes, human and avian excrement.

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;
 - 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, and 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 ensure the employees assigned to site(s) awarded 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 ensure wipe and clean window sashes, sills, woodwork, and other areas surrounding the glass so that the area is free of drippings and other watermarks.

The awardee shall ensure window washing work is performed consistently with safety requirements promulgated by the OSHA, including adequate fall protection for window washers.

- a. **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.

- b. **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 are disposed of in accordance with the EPA and local regulatory agency requirements.
 - i. The awardee shall provide, for 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 the 1st shift and once during the 2nd shift.
 - ii. The awardee shall provide, for the removal of gum, hard debris, oil, and grease, exterior hard surface services shall be performed every other week.
- c. **Exterior Ash Receptacles and Trash Containers:** The awardee shall ensure the collection and removal of all trash to a location designated by TCP. The awardee shall ensure that employees assigned to site(s)s awarded empty trash containers and ash receptacles, and that these receptacles are kept clean, odor-free, and free from dirt, dust, ash, cigarette butts, debris, residue, and spilled material. The awardee shall ensure employees assigned to site(s)s awarded 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 ensure that the subcontractor provides exterior ash receptacles and trash container services three times daily, or as frequently as required, to maintain the standards set herein, unless otherwise specified by TCP.
- d. **Exterior Surfaces (Signs, Vending machines, Tables, etc.):** The awardee shall clean exterior surfaces, ensuring the surface is free of dirt, dust, residue, streaks, spots, soil substances, discoloration, or cloth streaks with spill residue and clean-up materials /disposed of properly.
- e. **Parking Structures, Parking Lot(s), Garages, and Exterior Loading Dock Areas:** The awardee shall ensure employees assigned to site(s)s awarded 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 that the subcontractor areas are clean and free of dirt, water, streaks, mop marks, and oil spill(s). Spill residue and cleanup materials shall be disposed of in accordance with the Environmental Protection Agency (EPA) and local regulatory agency requirements.
 - i. The awardee shall ensure that the employees assigned to site(s)s awarded maintain these areas to ensure that trash, debris, and other discarded materials do not accumulate. The awardee shall ensure the subcontractor performs policing no less than three times daily at 8 a.m., 12 p.m., and 8 p.m., and as required to maintain the standards set herein.
 - ii. The awardee shall ensure the contractor conducts annual pressure washing of all floors and walls

of the exterior loading dock areas only.

- f. **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 Centers for 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.
 - 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 using 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, a hand-operated sprayer is the most efficient way to apply water under low pressure to dry excrement.
- g. **Pest & Rodent Removal:** All trapping devices that control rodents inside occupied buildings are monitored. The awardee is responsible for notifying the Program Manager and TCP in writing within 24 hours of locating any trapped rodents in authorized trapping devices.

The awardee shall ensure methods to prevent and suppress pest populations through sanitation, waste management, and assessment of the effectiveness of these methods from pests, including but not limited to:

- a. Indoor and outdoor populations of rodents, such as rats, mice, squirrels, pigeons, and insects, including cockroaches, bed bugs, arachnids, and other arthropods, and flying insects such as flies, bees, and wasps.
- b. Outdoor populations of potentially indoor-infesting species that are within the property boundaries.
- c. Nests of stinging insects within the property boundaries.
- d. All excluded pest populations that are incidental invaders inside the building, including winged termite swarmers emerging indoors.
- e. The awardee's subcontractor shall immediately report any evidence or suspicion of bedbugs or other pestilence to the shift Supervisor and TCP. The awardee's subcontractor shall coordinate immediate pest control and quarantine measures with TCP to prevent and suppress the further spread of pestilence.
- f. The awardee shall ensure that the subcontractor and provider's staff immediately notify the shift Supervisor and TCP if they notice any pests and shall assist in the control unless TCP instructs otherwise.

The awardee shall establish and implement a complete Quality Control Plan (QCP) to ensure the required services are provided effectively and successfully. The awardee's QCP shall be a system for identifying and correcting deficiencies in the quality-of-service delivery before the level of performance becomes unacceptable, and identifying areas to improve service delivery. The QCP shall be prepared by the awardee and provided to TCP

for review a part of the proposal. The QCP shall, at a minimum, include or address the following:

- a. How the awardee shall control the quality of supplies and services;
- b. How project management, inspections, plan implementation, process improvement changes, correction of deficiencies, and green cleaning compliance shall be accomplished;
- c. How it shall monitor and respond to service calls and the resolution of complaints;
- d. Integration of resolutions to complaints and corrective actions to improve service delivery; and
- e. An inspection plan or checklist tailored to the specific building(s) being cleaned and serviced under this contract. The inspection plan or checklist shall detail how services at the work site shall be inspected to ensure that the outcome of the work meets all the quality standards outlined in the Contract and shall include, but is not limited to:
 - i. Date of inspection performed
 - ii. Location of inspection
 - iii. Description of findings
 - iv. Description of action(s) taken (if necessary)
 - v. Signature and date of completion

A.1.a OSHA Guideline And CDC Compliance

Contractor shall comply with all relevant OSHA regulations and all CDC recommendations relative to janitorial services, including labeling hazardous materials, use of caution signs, use of slip resistance products, blood pathogens, etc.

A.2 Definitions of Services

- A. Sweeping - Includes brush or mop sweeping compound if required, or mechanical brush-vacuum sweeping, without damage or disfigurement of furniture, doors or base trim.
- B. Damp-Mopping - Cleaning of floor surfaces using appropriate stain removal agents, heated water and detergent, if required, using as small amount of water as possible.
- C. Buffing - Buffing floor machine to remove traffic marks, heavy soil, etc. will be followed by the application of one coat of wax or finish and buffing.
- D. Floor-Dry-Cleaning - Cleaning to remove marks, imbedded dirt and debris by buffing with steel wool disc or drum on machine having vacuum soil pick-up.
- E. Primary Floor Finishing - Application of two coats of water-emulsion wax or floor finish with clean applicator over entire floor after stripping as above, with thorough buffing after each coat. Wax and floor finish may not be used one after the other unless floor stripping is first accomplished.
- F. Touch-Up of Floor Surfaces - Application of wax or finish in heavy traffic areas between primary floor finishing. This includes thorough damp-mop cleaning of entire area prior to application of wax or floor finish, and buffing entire area after application of wax or finish.
- G. High Dusting - Removal of dust from walls, ceilings, and other structural components; equipment and fixtures above six-foot reach from floor, with hand dusters or vacuum cleaner.

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- H. Vacuum Carpets (spot clean) – Vacuum all carpeted areas, heavy traffic areas. Conference room, offices, and entranceways. Buffing after each coat. Wax and floor finish may not be used one after the other unless floor stripping is first accomplished.
- I. Touch-Up of Floor Surfaces - Application of wax or finish in heavy traffic areas between primary floor finishing. This includes thorough damp-mop cleaning of entire area prior to application of wax or floor finish, and buffing entire area after application of wax or finish.
- J. Vacuum Carpets (spot clean) – Vacuum all carpeted areas, heavy traffic areas. Conference room, offices, and entranceways.
- K. Vacuum Carpets – Vacuum all carpeted surfaces, inclusive of all offices, conference rooms, and workstations. Thoroughly vacuum to remove surface particles, pretreat with suitable stain remover as needed. Shampoo with an equivalent rotary broom and solution type machine.
- L. Carpet Shampooing and Cleaning – Carpet shampooing, general vacuuming will be provided to remove all particulates. In heavily soiled areas. In extremely soiled areas, thoroughly vacuum all carpeted areas to remove all surface particles prior to performance of cleaning. Mist/spray cleaning product onto carpet. Carpet cleaner machine to remove soil particles and change cleaning pads once they become dirty.

A.3 Supplies and Equipment:

A.3.a Alternative for Supplies

The awardee shall be responsible for the provision of supplies to fill all dispensers and equipment throughout the facility. This is to include toilet paper, paper towels, sanitary toilet seat covers, anti-bacterial soap, hand sanitizer, and sanitary napkin disposal bags.

- A. **Equipment:** All necessary cleaning equipment including power driven machines, floor and back pack vacuum, floor maintenance machines, etc., needed to perform under this Scope shall be provided by the Contractor. The equipment used shall be consistent with the size and content of the property. Equipment must be in proper working order at all times. All equipment, such as mops, brooms, pails, and vacuums, shall be available. Adequate paper supplies and soap shall be stored in locked housekeeping closets and Contractor's shall have access to keys in the event any supplies become low and need replenishment.

Contractor equipment shall be of the size and type suitable for accomplishing the various phases of work described herein, shall operate from existing sources of electrical power and shall have low noise level of operations. Equipment considered to be improper or inadequate for the purpose shall be removed from the job and replaced with satisfactory equipment. All equipment shall be stored on site. All supplies must conform to manufacturer requirements.

Contractor shall supply electrical power (110 volts) for use of janitorial equipment. The Contractor shall be responsible for any damage caused to the electrical outlets and their covers caused by the improper connection or disconnection of equipment. Commercial grade electrical cords shall be used with all equipment requiring electricity and must be safe operating condition. Hot and cold water will also be made available to the Contractor for necessary clearing.

- B. **Personal Protection Equipment (PPE):** CONTRACTOR shall be responsible to provide, instruct and replace/upgrade as necessary, any and all PPE, as required or recommended by OSHA or other such regulation, for all of their employees.
- C. **Storage:** TCP will not be responsible in any way for damage to the Contractor's stored supplies, materials or equipment kept throughout the buildings in janitor's closets; or the Contractor's employees' personal belongings brought into the building; occasioned by fire, theft, accident or otherwise. Unless such damage or destruction is caused by TCP's gross negligence.

A.4. Inspections and Cleaning Specifications:

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The Contractor shall establish a complete quality control program to assure the requirements of the Contract are met as specified. A draft quality control plan shall be submitted to the TCP's representative for review and approval before the start of the Contract.

The cleaning specifications outlined are provided here as a general guideline to establish a minimum quality of service for each cleaning activity.

1. **Daily inspections:** TCP will inspect Contractors' work on a daily basis. TCP's representative or designee has authority to point out to the Contractor's, incomplete or defective work and necessary corrective measures, but does not have authority to alter the terms or conditions of the Contract.
2. **Cleaning Standards:** The following standards shall be used in evaluation of janitorial services:
 - a) **Buffing of Floor Surfaces** - All waxed and/or acrylic finished areas will be buffed sufficiently for maximum gloss, as to provide the removal of surface dirt and yield a uniform appearance.
 - b) **Damp Mopping** - A satisfactorily damp-mopped floor is without dirt, dust, marks, film, streaks, debris or standing water.
 - c) **Dusting** - A properly dusted surface is free of all dirt and dust, dust streaks, lint and cobwebs. Desks are excluded from this work.
 - d) **Glass Cleaning** - Glass is clean when all accessible glass surfaces are without streaks, film, deposits, and stains, and has a uniformly bright appearance and adjacent surfaces have been wiped clean.
 - e) **Metal Cleaning** - All cleaned metal surfaces are without deposits or tarnish and with a uniformly bright appearance. Cleaner is removed from adjacent surfaces.
 - f) **Plumbing Fixtures and Dispenser Cleaning** - Plumbing fixtures and dispensers are clean when free of all deposits and stains so that item is left without streaks, dust, film, odor or stains.
 - g) **Scrubbing** - Scrubbing is satisfactorily performed when all surfaces are without imbedded dirt, cleaning solution, film, debris, stains and marks and standing water in all areas and floor has a uniformly clean appearance. A plain water rinse must follow the scrubbing process immediately.
 - h) **Spot Cleaning** - A surface adequately spot cleaned is free of all stains, deposits and is substantially free of cleaning marks.
 - i) **Sweeping** - A properly swept floor is free of all dirt, dust, grit, lint and debris except imbedded dirt and grit.
 - j) **Wall Cleaning** - After cleaning, the surfaces of all walls, ceilings, exposed pipes and equipment will have a uniformly clean appearance, free from dirt, stains, streaks, lint and cleaning marks, painted surfaces must not be unduly damaged. Hard finish wainscot or glazed ceramic tile surfaces must be bright, free of film, streaks and deposits.

A.5 Contractor Qualifications:

All proposals must address and/or comply with the following minimum qualifications. In order to secure the best value and/or to ensure the highest quality services funded, TCP reserves the right to waive or renegotiate any qualifications.

- A. **Employees:** The Contractor shall employ only personnel skilled in janitorial work (no day laborers). The Contractor assumes total responsibility of their employees, subcontractors, agents and invitees, to include verification of I-9 work status. Contractor shall employ enough staff under the contract to provide all services outlined and agreed to under the contract. As such, the staff shall be sufficient to maintain optimum conditions of cleanliness throughout and outside the building. Contractor's employees shall wear uniforms that are clean and tatter free and a badge that has the employee's photo and their names visibly displayed. Contractor's janitorial staff shall be fully trained and skilled in safe and proper janitorial services and techniques. The use of workers who are not adequately trained may be sufficient grounds for termination of contract. TCP shall reserve the right to require the immediate removal of any of Contractor's employees from its premises if it deems the employee unfit for service for any legal reasons. TCP will provide Contractor with detailed overview of the building's operations and procedures.

- B. Supervisors:** The Contractor shall at all times during hours specified for service, provide an on-site working janitorial supervisor who can efficiently and effectively communicate, in written and verbal forms, with both TCP's representatives and to their subordinate janitorial staff. Supervisor to provide adequate supervision of his employees to ensure complete and satisfactory performance of all work in accordance with information as to how and where he/she or his/her representative can be contacted during the regular business and after hours. The Contractor's supervisor shall be in charge of ensuring that the facility is cleaned in accordance with agreed to specifications. The supervisor shall have a working cell phone that is capable of receiving and delivering calls to TCP. Contractor shall provide its supervisor and their cell phone number to TCP's representative. Once a month the Contractor's agent will contact TCP's representative to go over any problems and/or suggestions.
- C. Background Screenings:** Where applicable, the Contractor shall comply with the requirements of Chapter 4 of Title 27 on the DCMR and the Safety Sensitive employee requirements as defined by the Child and Youth, Safety and Health Omnibus Congressional Review Emergency Amendment Act of 2004(Act). The Contractor shall complete a General Suitability Screening on each employee charged to the contract (no matter the position) that verifies the following:
- Past employment, including dates and titles held
 - Educational background, including all relevant diplomas, degrees and relevant certifications
 - Licenses, certifications, and training, required for the position
 - At least three (3) reference checks to ascertain character, reputation, relevant traits, and;
 - Other relevant qualities, and whether the individual providing the reference would recommend the applicant for the position for which he or she is being considered. The reference checks shall be made with the individual's former employer except that personal references may be utilized instead of, or in addition to, checks with former employers, as deemed necessary by the personnel authority.
 - Any required background screening per the Suitability Policy are to be maintained by the awardee.
 - *Results to General Suitability Screenings should be maintained in each employee's file an provided to TCP upon request.*

A.6. Project Location and Facility Management and Operations:

Services will be delivered

<u>Site/Location</u>	<u>Square Footage</u>
New York Avenue: 1355 New York Ave NE	31,283
Harriet Tubman - 1910 Massachusetts Avenue SE	21,600
Adams Place Men's Shelter - 2210 Adam's Place NE	12,546
801 East - 801 East - 2700 MLK Ave SE	88,000
801 East Respite - 801 East - 2700 MLK Ave SE	88,000
Pat Handy Legacy - 810 5th Street NW	32,246
Emery Men's Shelter - 1725 Lincoln Road NE	36,249
Madison @Rolark - 4300 12th Street SE	31,700
The Aston - 1129 New Hampshire Ave NW	67,000
E Street - 25 E Street NW	41,456
Adams Place Day Center -2210 Adams Place NW	11,000
(Hypo) 801 East - 2722 MLK Jr Ave SE	88,000
(Hypo) Emery Shelter - 1725 Lincoln Rd NE	36,249
(Hypo) Salvation Army - 3335 Sherman Ave NW	1,200

A.8. Contract Duration

TCP contemplates a 12-month base year contract with a successful bidder. Renewals are based upon performance and the receipt of fund from the District of Columbia.

TCP is not responsible for any acts or costs incurred by or on behalf of bidders prior to the full execution of a contract.

A.9. Other Terms and Conditions

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

A.10. Audits

The successful bidder 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/DHS may have the bidder'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 Bidder must provide in its responses to this solicitation a copy of its most recent financial audit.

A.11. Eligible Bidders and Conflict of Interest and

A.11.a. Eligible Organizations:

Bidders 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 conditions and requirements established by this solicitation are eligible for consideration.

A.11.b Conflict of Interest:

As part of general guidelines for the procurement of goods and services, nonprofit organizations such as TCP 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.

Bidders must avoid any conflict of interest. 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. 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. This exclusion continues during the employee's tenure and for one year following employment.

A.12. Bidders Conference:

A pre-application meeting will be held on Date/Time T., via video conference. Persons or companies planning to attend should RSVP to rfp@community-partnership.org no later than July 21, 2026. Persons or Organizations who wish to be considered for funding under this solicitation must register with TCP, in writing, via email at rfp@community-partnership.org.

Site Visits: Site visit will take place on between July 23, 2026 – July 30, 2026 at a TIME TBD (Mandatory). Please wear hard soled shoes and head covering.

A.13. Queries and Amendments:

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

De'Sean Young

rfp@community-partnership.org

No informational visits or phone inquiries regarding this will be allowed. Prospective bidders may address written questions about this solicitation to rfp@community-partnership.org. Questions will be accepted from the date the solicitation is released until **DATE/TIME TBD**. Written responses will be provided to all registered prospective bidders as an addendum to this solicitation no later than **Date TBD**.

A.14. Application Closing Date:

Applications must be submitted electronically no later than **DATE/TIME TBD**. Applications received after the closing date and time will not be considered unless they are the only applications received.

A.15. 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.16. 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 within 24 hours of learning of the change in status.

A.17. Retention of Applications:

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

A.18. Protests:

Any applicant may file a protest in connection with this solicitation addressed to Fred Swan, Executive Director of The Community Partnership for the Prevention of Homelessness (TCP), stating the reason for the protest and providing written evidence or documentation. Protests will be acted on by TCP's Executive Director within 30 days of receiving protest. Decision of the Executive Director shall be final. Protests should be addressed in writing to:

The Community Partnership for the Prevention of Homelessness
Attn: Fred Swan, Executive Director
14 Kennedy St NW
Washington, DC 20011

A.19. Other Information:

1. TCP may, at any time, with or without notice, make changes to this RFP.
2. This RFP does not commit TCP to award contracts. TCP reserves the right to accept or reject any or all applications. TCP will notify bidders of the rejected proposals. TCP may suspend or terminate an outstanding RFP pursuant to its own contract making rule(s).
3. TCP reserves the right to issue addenda and/or amendments subsequent to the RFP process or to rescind the RFP.
4. TCP shall not be liable for any costs incurred in the preparation of applications in response to RFP. Bidders agree that all costs incurred in developing the application are the bidders' sole responsibility.
5. TCP may conduct pre-award on-site visits to verify information submitted in the application.
6. TCP may require bidders to enter negotiations and submit a price, technical or other revision of their proposal that may result from negotiations.
7. If there are any conflicts between the terms and conditions of the RFP and any federal or District law or regulation, or any ambiguity related thereby, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the bidder to ensure compliance.

SECTION B: REQUIREMENTS

B.1. Organizational Experience

B.1.a. 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)

B.1.b. Prior Experience:

Bidders must indicate relevant experience that demonstrates the ability to successfully manage a contract for the services defined by this solicitation. 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.

Bidders must provide references and supporting data on successful outcomes and service delivery. Bidder must submit two past performance questionnaires. In order to avoid a conflict of interest, TCP is unable to provide a reference to Bidders of this solicitation.

B.1.c. Past Performance:

In order to validate statements made in proposal, ensure best value source selection, and reduces risk, bidders are required to submit three (3) past performance questionnaires from past clients. Questionnaires must be completed by the individual most knowledgeable of the bidder's day-to-day operations and overall quality of the services provided under the referenced contract. Questionnaires must be submitted as part of your application package. A copy of the past performance questionnaire may be found at Attachment 6.

B.2. Scope of Work and Work Plan

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

B.3. Staffing Plan

All bidders must provide a staffing plan that addresses how they will deliver 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.).

B.4. Vaccination and Masking Requirements

Successful bidder will be required to certify that each person who is assigned to staff the TCP Contract is fully vaccinated against the coronavirus. Specifically, contractor must certify that each staff person assigned to the awarded contract has had at least two doses of Pfizer, Moderna, or Novavax vaccines. Additionally, while on the company's property, all staff persons working under the contract must wear properly fitting face masks at all times.

B.5. Budget and Budget Narrative

B.5.a Budget:

Bidder 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 that are anticipated. 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. Each bidder should prepare two budgets consistent with this solicitation.

B.5.b. Budget Narrative:

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

- A detailed description for each line item, which breaks down monthly costs or other detail, as appropriate. Sufficient information must be provided to indicate accuracy of projected costs.

B.6. Monitoring and Evaluation

The successful contractor will be monitored and evaluated by TCP according to its scope of work and performance objectives which will be an integral part of its awarded contract.

SECTION C: OTHER TERMS AND CONDITIONS

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

C.1. Insurance

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

1. **Commercial General Liability Insurance ("CGL")** - The successful bidder shall provide evidence satisfactory to TCP with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by TCP in writing), covering liability for all ongoing and completed operations of the awardee claims for bodily injury, including without limitation sickness, disease or death and mental anguish of any persons, broad form property damage, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 for each occurrence, a \$2,000,000 general aggregate.

The Commercial General Liability shall be further endorsed to:

- a) To the fullest extent permitted by law, provide additional insured coverage using ISO form CG 2015 0413 (or it's equivalent) to The Government of the District of Columbia
 - b) Coverage available to the additional insureds shall apply on a primary and non-contributing basis with respect to any other insurance, deductibles, or self-insurance available to the additional insureds
 - c) A waiver of subrogation in favor of The Government of the District of Columbia
 - d) Any Annual Aggregate shall apply on a per location or per project basis (where applicable)
 - e) Defense costs shall be in addition to and not erode the limits of liability
2. **Automobile Liability Insurance** - The successful bidder shall provide evidence satisfactory to TCP of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by TCP in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the successful bidder in connection with work under this agreement, with a minimum combined single limit of \$1,000,000 for bodily injury or death and property damage, including loss of use thereof. Such policy or policies of automobile liability insurance shall be written on an "occurrence" (as opposed to a "claims made") basis.

Auto Physical Damage Coverage - The Contractor shall provide auto physical damage insurance to cover "loss" to a covered "auto" or its equipment:

- a) Comprehensive - Fire, lightning or explosion; theft; windstorm, hail or earthquake; flood; mischief or vandalism; or the sinking, burning, collision or derailment of any conveyance transporting the covered "auto".
- b) Collision Coverage - Caused by: The covered "auto's" collision with another object or the covered "auto's" overturn.

The Commercial Auto Liability policy shall be further endorsed to:

- a) To the fullest extent permitted by law, provide additional insured coverage to The Government of the District of Columbia;
 - b) Coverage available to the additional insureds shall apply on a primary and non-contributing basis with respect to any other insurance, deductibles, or self-insurance available to the additional insureds;
 - c) A waiver of subrogation in favor of The Government of the District of Columbia;
 - d) Defense costs shall be in addition to and not erode the limits of liability;
 - e) If applicable, include Form CA 99 48 03 06 Pollution Liability - Broadened Coverage for Covered Autos - Business Auto, Motor Carrier and Truckers (or it's equivalent).
3. **Workers' Compensation Insurance** - The successful bidder shall provide evidence satisfactory to TCP of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.
4. **Employer's Liability Insurance** - The successful bidder shall provide evidence satisfactory to TCP of employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

The Worker's Compensation and Employer's Liability shall be further endorsed to:

- a) Include a Waiver of Subrogation in favor of The Government of the District of Columbia.
 - b) Where applicable, include the United States Longshore and Harbor Workers Compensation Act (USL&H)
 - c) Where applicable, include Jones Act Coverage for seamen or crew members on an "if any" basis.
5. **Network Security/Privacy (Cyber) Liability Insurance** covering acts, errors, omissions, breach of contract, and violation of any consumer protection laws arising out of the successful bidder's operations or services with a limit of \$5,000,000 per claim and in the aggregate. Such coverage shall include but not be limited to, third-party and first-party coverage for loss or disclosure of any data, including personally identifiable information and payment card information, network security failure, violation of any consumer protection laws, unauthorized access and/or use or other intrusions, infringement of any intellectual property rights (except patent), unintentional breach of contract, negligence or breach of duty to use reasonable care, breach of any duty of confidentiality, invasion of privacy, or violations of any other legal protections for personal information, defamation, libel, slander, commercial disparagement, the negligent transmission of computer virus, or use of computer networks in connection with denial of service attacks. Such coverage shall include regulatory defense and fines/penalties in any jurisdiction anywhere in the world. Such coverage shall include contractual privacy coverage for data breach response and crisis management costs that would be incurred by the successful bidder on behalf of The Government of the District of Columbia in the event of a data breach including legal and forensic expenses, notification costs, credit monitoring costs, and costs to operate a call center. The successful bidder shall maintain coverage in force during the term of this Agreement and for an extended reporting period of not less than two years after.
6. **Professional Liability Insurance (Errors & Omissions)** - The successful bidder shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance

of professional services under this Contract. The policy shall provide limits of \$1,000,000 per claim or per occurrence for each wrongful act and \$2,000,000 annual aggregate. The Contractor warrants that any applicable retroactive date precedes the date the successful bidder first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services. Limits may not be shared with other lines of coverage.

7. **Commercial Umbrella or Excess Liability** - The successful bidder shall provide evidence satisfactory to TCP of commercial umbrella or excess liability insurance with minimum limits of \$3,000,000 per occurrence and \$3,000,000 in the annual aggregate, following the form and in excess of all liability policies. All liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance, or reinsurance maintained by The Government of the District of Columbia, and the "other insurance" provision must be amended in accordance with this requirement and principles of vertical exhaustion.
8. **Environmental Liability/Contractors Pollution Liability Insurance** - The successful bidder shall provide evidence satisfactory to TCP of environmental liability insurance covering losses caused by pollution or other hazardous conditions arising from ongoing or completed operations of the successful bidder. Such insurance shall apply to bodily injury, property damage (including loss of use of damaged property or of property that has been physically injured), clean-up costs, transit, and non-owned disposal sites. Coverage shall extend to defense costs and expenses incurred in the investigation, civil fines, penalties, and damages or settlements. There shall be neither an exclusion nor a sublimit for mold or fungus-related claims. The minimum limits required under this paragraph shall be \$2,000,000 per occurrence and \$2,000,000 in the annual aggregate. If such coverage is written on a claims made basis, the successful bidder warrants that any retroactive date applicable to coverages under the policy precedes the successful bidder's performance of any work under the contract and that continuous completed operations coverage will be maintained for at least ten years or an extended reporting period shall be purchased for no less than ten years after completion.

The successful bidder also must furnish to TCP Owner certificates of insurance evidencing environmental liability insurance maintained by third-party transportation and disposal site operators(s) used by the successful bidder for losses arising from the facility(ies) accepting, storing, or disposing of hazardous materials or other waste as a result of the successful bidder's operations. Such coverages must be maintained with limits of at least the amounts set forth above.

The Environmental Liability policy shall be further endorsed to include The Government of the District of Columbia as an Additional Insured.

9. **Employment Practices Liability** - The successful bidder shall provide evidence satisfactory to TCP with respect to the operations performed to cover the defense of claims arising from employment-related wrongful acts including but not limited to Discrimination, Sexual Harassment, Wrongful Termination, Workplace Torts, "Bullying" in "any location" and "by any means," including the Internet, whether between employees of the contractor or against third parties. Employment Practices Liability coverage must specifically state Third Party Liability coverage is included. The successful bidder will indemnify and defend The Government of the District of Columbia should it be named co-defendant or be subject to or party to any claim. Coverage shall also extend to Temporary Help Firms and Independent Contractors hired by successful bidder. The policy shall provide limits of not less than \$1,000,000 for each wrongful act and \$2,000,000 annual aggregate for each wrongful act.
10. **Sexual/Physical Abuse & Molestation** - The successful bidder shall provide evidence satisfactory to TCP with respect to the services performed that it carries \$1,000,000 per occurrence limits; and \$2,000,000 aggregate of affirmative abuse and molestation liability coverage. Coverage should include physical abuse, such as sexual or other bodily harm, and non-physical abuse, such as verbal, emotional, or mental abuse; any actual, threatened, or

alleged act; errors, omission, or misconduct. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts or through a separate stand-alone sexual abuse and molestation policy with confirmation there are no exclusions for abuse or assault & battery under the General Liability. So-called “silent” coverage or “shared” limits under a commercial general liability or professional liability policy will not be acceptable. Limits may not be shared with other lines of coverage. The applicable policy may need to be submitted to the ORM for compliance review.

C.2. Compliance with Tax Obligations

Prior to receipt of a contract as a result of this solicitation, a successful applicant must follow 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.

C.3. Service Contract Act Compliance

C.4. Department of Labor Wage Determinations

The successful bidder shall be bound by the Wage Determination No. 2015-4281, revision 34, dated July 8, 2025, issued by the U.S. Department of Labor in accordance with the Service Contract Act, 41 U.S.C. §351 et seq., and incorporated herein. The Contractor shall be bound by the wage rates for the term of the contract subject to revision as stated herein and in accordance with Section 24 of the SCP. If an option is exercised, the Contractor shall be bound by the applicable wage rates at the time of the option. If the option is exercised and the CO obtains a revised wage determination, the revised wage determination is applicable for the option periods, and the Contractor may be entitled to an equitable adjustment.

C.5 Labor standards clauses for Federal service contracts exceeding \$2,500.

C.5.1 The clauses set forth in the following paragraphs shall be included in full by the contracting agency in every contract entered into by the United States or the District of Columbia, in excess of \$2,500, or in an indefinite amount, the principal purpose of which is to furnish services through the use of service employees:

1. Service Contract Act of 1965, as amended: This contract is subject to the Service Contract Act of 1965, as amended ([41 U.S.C. 351 et seq.](#)) and is subject to the following provisions and to all other applicable provisions of the Act and regulations of the Secretary of Labor issued thereunder, found in **Section 30 of the original contract agreement**.
2. Each service employee employed in the performance of this contract by the contractor or any subcontractor shall be paid not less than the minimum monetary wages and shall be furnished fringe benefits in accordance with the wages and fringe benefits determined by the Secretary of Labor or authorized representative, as specified in any wage determination attached to this contract.

C.5.2

- a. If there is such a wage determination attached to this contract, the contracting officer shall require that any class of service employee which is not listed therein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed class of employees shall be paid the monetary wages and furnished the fringe benefits as are determined pursuant to the procedures in this section.
- b. Such conforming procedure shall be initiated by the contractor prior to the performance of contract work by such unlisted class of employee. A written report of the proposed conforming action, including information regarding the agreement or disagreement of the authorized representative of the employees involved or, where there is no authorized representative, the employees themselves, shall be submitted by the contractor to the contracting officer no later than 30 days after such unlisted class of employees performs any contract work. The contracting officer shall review the proposed action and promptly submit a report of the action, together with the agency's recommendation and all pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, U.S. Department of Labor, for review. The Wage and Hour Division will approve, modify, or disapprove

the action or render a final determination in the event of disagreement within 30 days of receipt or will notify the contracting officer within 30 days of receipt that additional time is necessary.

- c. The final determination of the conformance action by the Wage and Hour Division shall be transmitted to the contracting officer who shall promptly notify the contractor of the action taken. Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination.

C.5.3

- a. The process of establishing wage and fringe benefit rates that bear a reasonable relationship to those listed in a wage determination cannot be reduced to any single formula. The approach used may vary from wage determination to wage determination depending on the circumstances. Standard wage and salary administration practices which rank various job classifications by pay grade pursuant to point schemes or other job factors may, for example, be relied upon. Guidance may also be obtained from the way different jobs are rated under Federal pay systems (Federal Wage Board Pay System and the General Schedule) or from other wage determinations issued in the same locality. Basic to the establishment of any conformable wage rate(s) is the concept that a pay relationship should be maintained between job classifications based on the skill required and the duties performed.
- b. In the case of a contract modification, an exercise of an option or extension of an existing contract, or in any other case where a contractor succeeds a contract under which the classification in question was previously conformed pursuant to this section, a new conformed wage rate and fringe benefits may be assigned to such conformed classification by indexing (i.e., adjusting) the previous conformed rate and fringe benefits by an amount equal to the average (mean) percentage increase (or decrease, where appropriate) between the wages and fringe benefits specified for all classifications to be used on the contract which are listed in the current wage determination, and those specified for the corresponding classifications in the previously applicable wage determination. Where conforming actions are accomplished in accordance with this paragraph prior to the performance of contract work by the unlisted class of employees, the contractor shall advise the contracting officer of the action taken but the other procedures in **section 44.2b** of this section need not be followed.
- c. No employee engaged in performing work on this contract shall in any event be paid less than the currently applicable minimum wage specified under section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended.

C.5.4

- a. The wage rate and fringe benefits finally determined pursuant to **section 44.2 a and b paragraphs (b)(2)(i) and (ii)** of this section shall be paid to all employees performing in the classification from the first day on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or finally determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract.

C.5.5

- a. Upon discovery of failure to comply with **section 44.2 through section 44.4 paragraphs (b)(2)(i) through (v)** of this section, the Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be retroactive to the date such class of employees commenced contract work.
- b. If, as authorized pursuant to section 4(d) of the Service Contract Act of 1965 as amended, the term of this contract is more than 1 year, the minimum monetary wages and fringe benefits required to be paid or furnished thereunder to service employees shall be subject to adjustment after 1 year and not less often than once every 2 years, pursuant to wage determinations to be issued by the Wage and Hour Division of the Department of Labor as provided in such Act.
- c. The contractor or subcontractor may discharge the obligation to furnish fringe benefits specified in the attachment or determined conformably thereto by furnishing any equivalent combinations of bona fide fringe benefits, or by making equivalent or differential payments in cash in accordance with the applicable rules set forth in subpart D of [29 CFR part 4](#), and not otherwise.

C.5.6

- a. In the absence of a minimum wage attachment for this contract, neither the contractor nor any subcontractor under this contract shall pay any person performing work under the contract (regardless of whether they are service employees) less than the minimum wage specified by section 6(a)(1) of the Fair Labor Standards Act of 1938. Nothing in this provision shall relieve the contractor or any subcontractor of any other obligation under law or contract for the payment of a higher wage to any employee.
- b. If this contract succeeds a contract, subject to the Service Contract Act of 1965 as amended, under which substantially the same services were furnished in the same locality and service employees were paid wages and fringe benefits provided for in a collective bargaining agreement, in the absence of the minimum wage attachment for this contract setting forth such collectively bargained wage rates and fringe benefits, neither the contractor nor any subcontractor under this contract shall pay any service employee performing any of the contract work (regardless of whether or not such employee was employed under the predecessor contract), less than the wages and fringe benefits provided for in such collective bargaining agreements, to which such employee would have been entitled if employed under the predecessor contract, including accrued wages and fringe benefits and any prospective increases in wages and fringe benefits provided for under such agreement. No contractor or subcontractor under this contract may be relieved of the foregoing obligation unless the limitations of [§ 4.1b\(b\) of 29 CFR part 4](#) apply or unless the Secretary of Labor or his authorized representative finds, after a hearing as provided in [§ 4.10 of 29 CFR part 4](#) that the wages and/or fringe benefits provided for in such agreement are substantially at variance with those which prevail for services of a character similar in the locality, or determines, as provided in [§ 4.11 of 29 CFR part 4](#), that the collective bargaining agreement applicable to service employees employed under the predecessor contract was not entered into as a result of arm's-length negotiations. Where it is found in accordance with the review procedures provided in [29 CFR 4.10](#) and/or 4.11 and parts 6 and 8 that some or all of the wages and/or fringe benefits contained in a predecessor contractor's collective bargaining agreement are substantially at variance with those which prevail for services of a character similar in the locality, and/or that the collective bargaining agreement applicable to service employees employed under the predecessor contract was not entered into as a result of arm's-length negotiations, the Department will issue a new or revised wage determination setting forth the applicable wage rates and fringe benefits. Such determination shall be made part of the contract or subcontract, in accordance with the decision of the Administrator, the Administrative Law Judge, or the Administrative Review Board, as the case may be, irrespective of whether such issuance occurs prior to or after the award of a contract or subcontract. 53 Comp. Gen. 401 (1973). In the case of a wage determination issued solely as a result of a finding of substantial variance, such determination shall be effective as of the date of the final administrative decision.

C.5.7

- a. The contractor and any subcontractor under this contract shall notify each service employee commencing work on this contract of the minimum monetary wage and any fringe benefits required to be paid pursuant to this contract, or shall post the wage determination attached to this contract. The poster provided by the Department of Labor (Publication WH 1313) shall be posted in a prominent and accessible place at the worksite. Failure to comply with this requirement is a violation of section 2(a)(4) of the Act and of this contract.

C.5.8

- a. The contractor or subcontractor shall not permit any part of the services called for by this contract to be performed in buildings or surroundings or under working conditions provided by or under the control or supervision of the contractor or subcontractor which are unsanitary or hazardous or dangerous to the health or safety of service employees engaged to furnish these services, and the contractor or subcontractor shall comply with the safety and health standards applied under [29 CFR part 1925](#).

C.5.9

- a. The contractor and each subcontractor performing work subject to the Act shall make and maintain for 3 years from the completion of the work records containing the information specified in **Section 44.9a**

1 through 6 [paragraphs \(g\)\(1\)\(i\)](#) through [\(vi\)](#) of this section for each employee subject to the Act and shall make them available for inspection and transcription by authorized representatives of the Wage and Hour Division of the U.S. Department of Labor:

1. Name and address and social security number of each employee.
2. The correct work classification or classifications, rate or rates of monetary wages paid and fringe benefits provided, rate or rates of fringe benefit payments in lieu thereof, and total daily and weekly compensation of each employee.
3. The number of daily and weekly hours so worked by each employee.
4. Any deductions, rebates, or refunds from the total daily or weekly compensation of each employee.
5. A list of monetary wages and fringe benefits for those classes of service employees not included in the wage determination attached to this contract but for which such wage rates or fringe benefits have been determined by the interested parties or by the Administrator or authorized representative pursuant to the labor standards clause in **Section 44.2 [paragraph \(b\)](#)** of this section. A copy of the report required by the clause in [paragraph Section 44.2b \(b\)\(2\)\(ii\)](#) of this section shall be deemed to be such a list.
6. Any list of the predecessor contractor's employees which had been furnished to the contractor pursuant to **Section 44.1 [§ 4.6\(l\)\(2\)](#)**.
 - b. The contractor shall also make available a copy of this contract for inspection or transcription by authorized representatives of the Wage and Hour Division. Failure to make and maintain or to make available such records for inspection and transcription shall be a violation of the regulations and this contract, and in the case of failure to produce such records, the contracting officer, upon direction of the Department of Labor and notification of the contractor, shall take action to cause suspension of any further payment or advance of funds until such violation ceases.
 - c. The contractor shall permit authorized representatives of the Wage and Hour Division to conduct interviews with employees at the worksite during normal working hours.

C.5.10

- a. The contractor shall unconditionally pay to each employee subject to the Act all wages due free and clear and without subsequent deduction (except as otherwise provided by law or Regulations, [29 CFR part 4](#)), rebate, or kickback on any account. Such payments shall be made no later than one pay period following the end of the regular pay period in which such wages were earned or accrued. A pay period under this Act may not be of any duration longer than semi-monthly.

C.5.11

- a. The contracting officer shall withhold or cause to be withheld from the Government prime contractor under this or any other Government contract with the prime contractor such sums as an appropriate official of the Department of Labor requests or such sums as the contracting officer decides may be necessary to pay underpaid employees employed by the contractor or subcontractor. In the event of failure to pay any employees subject to the Act all or part of the wages or fringe benefits due under the Act, the agency may, after authorization or by direction of the Department of Labor and written notification to the contractor, take action to cause suspension of any further payment or advance of funds until such violations have ceased. Additionally, any failure to comply with the requirements of these clauses relating to the Service Contract Act of 1965, may be grounds for termination of the right to proceed with the contract work. In such event, the Government may enter into other contracts or arrangements for completion of the work, charging the contractor in default with any additional cost.

C.5.12

- a. The contractor agrees to insert these clauses in this section relating to the Service Contract Act of 1965 in all subcontracts subject to the Act. The term *contractor* as used in these clauses in any subcontract, shall be deemed to refer to the subcontractor, except in the term *Government prime contractor*.

C.5.13

- a. As used in these clauses, the term *service employee* means any person engaged in the performance of this contract other than any person employed in a bona fide executive, administrative, or professional capacity, as those terms are defined in [part 541 of title 29, Code of Federal Regulations](#), as of July 30, 1976, and any subsequent revision of those regulations. The term *service employee* includes all such

persons regardless of any contractual relationship that may be alleged to exist between a contractor or subcontractor and such persons.

- b. The following statement is included in contracts pursuant to section 2(a)(5) of the Act and is for *informational purposes only*:
1. The following classes of service employees expected to be employed under the contract with the Government would be subject, if employed by the contracting agency, to the provisions of [5 U.S.C. 5341](#) or [5 U.S.C. 5332](#) and would, if so employed, be paid not less than the following rates of wages and fringe benefits:
2. The Employee Class, Wage and Fringe Benefit can be found under the Staffing Requirements and Qualifications section of the contract agreement after Exhibit 1.

C.5.14

- a. If wages to be paid or fringe benefits to be furnished any service employees employed by the Government prime contractor or any subcontractor under the contract are provided for in a collective bargaining agreement which is or will be effective during any period in which the contract is being performed, the Government prime contractor shall report such fact to the contracting officer, together with full information as to the application and accrual of such wages and fringe benefits, including any prospective increases, to service employees engaged in work on the contract, and a copy of the collective bargaining agreement. Such report shall be made upon commencing performance of the contract, in the case of collective bargaining agreements effective at such time, and in the case of such agreements or provisions or amendments thereof effective at a later time during the period of contract performance, such agreements shall be reported promptly after negotiation thereof.
- b. Not less than 10 days prior to completion of any contract being performed at a Federal facility where service employees may be retained in the performance of the succeeding contract and subject to a wage determination which contains vacation or other benefit provisions based upon length of service with a contractor (predecessor) or successor (§ 4.173 of Regulations, [29 CFR part 4](#)), the incumbent prime contractor shall furnish to the contracting officer a certified list of the names of all service employees on the contractor's or subcontractor's payroll during the last month of contract performance. Such list shall also contain anniversary dates of employment on the contract either with the current or predecessor contractors of each such service employee. The contracting officer shall turn over such list to the successor contractor at the commencement of the succeeding contract.

C.5.15

- a. Rulings and interpretations of the Service Contract Act of 1965, as amended, are contained in Regulations, [29 CFR part 4](#).

C.5.16

- a. By entering into this contract, the contractor (and officials thereof) certifies that neither it (nor he or she) nor any person or firm who has a substantial interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of the sanctions imposed pursuant to section 5 of the Act.
- b. No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract pursuant to section 5 of the Act.
- c. The penalty for making false statements is prescribed in the U.S. Criminal Code, [18 U.S.C. 1001](#).

C.5.17

- a. Notwithstanding any of the clauses in **Sections 44.2 through 44.15 paragraphs (b) through (m)** of this section relating to the Service Contract Act of 1965, the following employees may be employed in accordance with the following variations, tolerances, and exemptions, which the Secretary of Labor, pursuant to section 4(b) of the Act prior to its amendment by Public Law 92-473, found to be necessary and proper in the public interest or to avoid serious impairment of the conduct of Government business:
 1. Apprentices, student-learners, and workers whose earning capacity is impaired by age, physical, or mental deficiency or injury may be employed at wages lower than the minimum wages otherwise

required by section 2(a)(1) or 2(b)(1) of the Service Contract Act without diminishing any fringe benefits or cash payments in lieu thereof required under section 2(a)(2) of that Act, in accordance with the conditions and procedures prescribed for the employment of apprentices, student-learners, handicapped persons, and handicapped clients of sheltered workshops under section 14 of the Fair Labor Standards Act of 1938, in the regulations issued by the Administrator ([29 CFR parts 520, 521, 524, and 525](#)).

2. The Administrator will issue certificates under the Service Contract Act for the employment of apprentices, student-learners, handicapped persons, or handicapped clients of sheltered workshops not subject to the Fair Labor Standards Act of 1938, or subject to different minimum rates of pay under the two acts, authorizing appropriate rates of minimum wages (but without changing requirements concerning fringe benefits or supplementary cash payments in lieu thereof), applying procedures prescribed by the applicable regulations issued under the Fair Labor Standards Act of 1938 ([29 CFR parts 520, 521, 524, and 525](#)).
3. The Administrator will also withdraw, annul, or cancel such certificates in accordance with the regulations in parts 525 and 528 of [title 29 of the Code of Federal Regulations](#).

C.5.18

- a. Apprentices will be permitted to work at less than the predetermined rate for the work they perform when they are employed and individually registered in a bona fide apprenticeship program registered with a State Apprenticeship Agency which is recognized by the U.S. Department of Labor, or if no such recognized agency exists in a State, under a program registered with the Bureau of Apprenticeship and Training, Employment and Training Administration, U.S. Department of Labor. Any employee who is not registered as an apprentice in an approved program shall be paid the wage rate and fringe benefits contained in the applicable wage determination for the journeyman classification of work actually performed. The wage rates paid apprentices shall not be less than the wage rate for their level of progress set forth in the registered program, expressed as the appropriate percentage of the journeyman's rate contained in the applicable wage determination. The allowable ratio of apprentices to journeymen employed on the contract work in any craft classification shall not be greater than the ratio permitted to the contractor as to his entire work force under the registered program.

C.5.19

- a. Where an employee engaged in an occupation in which he or she customarily and regularly receives more than \$30 a month in tips, the amount of tips received by the employee may be credited by the employer against the minimum wage required by Section 2(a)(1) or 2(b)(1) of the Act to the extent permitted by section 3(m) of the Fair Labor Standards Act and Regulations, [29 CFR part 531](#). To utilize this proviso:
 1. The employer must inform tipped employees about this tip credit allowance before the credit is utilized;
 2. The employees must be allowed to retain all tips (individually or through a pooling arrangement and regardless of whether the employer elects to take a credit for tips received);
 3. The employer must be able to show by records that the employee receives at least the applicable Service Contract Act minimum wage through the combination of direct wages and tip credit;
 4. The use of such tip credit must have been permitted under any predecessor collective bargaining agreement applicable by virtue of section 4(c) of the Act.

C.5.20

- a. *Disputes concerning labor standards.* Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in [29 CFR parts 4, 6, and 8](#). Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.
- a. *(The information collection, recordkeeping, and reporting requirements contained in this section have been approved by the Office of Management and Budget under the following numbers:*

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Paragraph	OMB Control No.
(b)(2)(i)-(iv)	1235-0007
(e)	1235-0007
(g)(1)(i)-(iv)	1235-0007
	1235-0018
(g)(1)(v)-(vi)	1235-0007
(l)(1), (2)	1235-0007
(q)(3)	1235-0007

[[48 FR 49762](#), Oct. 27, 1983; [48 FR 50529](#), Nov. 2, 1983, as amended at [61 FR 68663](#), Dec. 30, 1996; [82 FR 2224](#), Jan. 9, 2017]

SECTION D: EVALUATION CRITERIA

D.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 200 points is possible. Only bidders with a total score of at least 170 points will be considered to be in the competitive range for award under this RFP. TCP may request interviews and/or supplemental written responses to clarify proposals. At TCP's discretion, negotiations with qualified bidders (i.e. bidders that meet the requirements of this RFP) who have a total score of at least 170 points, may precede contract award decisions.

D.2. Specific Criteria and Points

<u>Scoring Criteria:</u>	<u>Points:</u>
Cost	50
Quality Assurance Plan	20
Scope of Work and Work Plan	50
Staffing Plan	50
Availability	10

SECTION E: INSTRUCTIONS FOR APPLICATION AND FORMAT FOR RESPONDING TO TCP SOLICITATION 1-2023

These instructions contain the required content and format for bidders to apply respond to **SOLICITATION TCP 1-2023**. 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.

E.1. Application Submission

Applications must be sent via email and received by the closing date and time to rfp@community-partnership.org

E.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 be no more than 25 pages, have numbered pages, 12-point font, double line spacing and in Times New Roman font.

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.

E.3. Confidential/Proprietary Information in Application

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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.

E.4. Narratives and Attachments:

Your application must follow the following format guidelines:

- Page Size: 8.5" x 11"
- Margins: one-inch all around
- Font: Times New Roman
- Font (regular text): 12 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)
- Narrative may not exceed 25 pages (this limitation does not include attachments).

E.5. Authorization for Application and Summary Information (Maximum 2 pages)

- A. Date the application is submitted to TCP.
- B. Name and business address of the company(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 company applying.
- D. Provide contact person of the company applying, include their phone number.
- E. State the total budgets for the work proposed in this under this RFP Certify that Bidder will adhere to the following:
 - a. TCP's Anti-Harassment Policy
 - b. District of Columbia's 2006 Living Wage Act
 - c. District of Columbia's DC Sick and Safe Leave Act
- F. Include the company's Federal tax identification (EIN) number.
- G. At the end of this section provide a signature of the person in the company with authority to contract.

SECTION F: Documents Incorporated

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

- A. TCP's Anti-Harassment Policy
- B. District of Columbia 2006 Living Wage Act
- C. DC Sick and Safe Leave Act

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Attachments:

1. Budget Forms
2. OSHA Guidelines ([1910 | Occupational Safety and Health Administration \(osha.gov\)](https://www.osha.gov))
3. Non- Disclosure Agreement
4. The Community Partnership for the Prevention of Homelessness' Anti-Harassment Policy
5. Past Performance Questionnaire
6. [DCHR General Suitability Information Guide](#)