



**DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH  
CONTRACTS AND PROCUREMENT SERVICES**

**64 NEW YORK AVENUE, NE 2<sup>ND</sup> FLOOR, WASHINGTON, DC 20002  
PHONE: (202) 671-3174 \* FAX: (202) 671-3395**

January 2, 2013

**AMENDMENT TWO (2) for INVITATION FOR BID (IFB) NO. RM-013-IFB-037-BY4-DJW  
for JANITORIAL SERVICES**

**TO ALL PROSPECTIVE OFFERORS:**

**The above referenced Invitation for Bid (IFB) is hereby amended as follows:**

**PART 1 - Questions from Bidders Answers from the Program**

**PART I**

<b>Question Number</b>	<b>IFB Section</b>	<b>Question</b>
<b>1.</b>	N/A	<b>Could you please provide the square footage for each facility</b>
<b>DMH RESPONSE:</b> The square footage for <b>MHSD</b> 821 Howard Road, SE is 23,903 The square footage for <b>MHSD</b> 35 K Street, NE is 29,916 The square footage for <b>CPEP</b> 1905 E Street, SE is 14,000		
<b>Question Number</b>	<b>IFB Section</b>	<b>Question</b>
<b>2.</b>	N/A	<b>CLIN 001 states the requested services are for Tuesdays and Wednesdays however the pricing asks for the rate of 2080 hours. Please clarify</b>
<b>DMH RESPONSE:</b> CLIN 001 should read One (1) Eight Hour Shift Monday, Thursday and Friday from 10:00 am – 6:00 pm and One (1) Eight Hour Shift on Tuesday and Wednesday from 12:00 pm – 8:00 pm.		
<b>Question Number</b>	<b>IFB Section</b>	<b>Question</b>
<b>3.</b>	N/A	<b>Please indicate which days during the week the services are requested for the Utility Specialist shift for CPEP</b>
<b>DMH RESPONSE:</b> The services shall take place Sunday through Saturday.		
<b>Question Number</b>	<b>IFB Section</b>	<b>Question</b>
<b>4.</b>	C.15.4	<b>There is language that speaks to icing entryways and parking lots</b>

		<b>but no snow removal of these areas, is this the contractors only responsibility for snow &amp; ice events? If not please clarify.</b>
<b>DMH RESPONSE:</b> Reference C.15.4 - in addition, during the Contractors eight hour shift, the Contractor shall clear door entrances, ramps and walkways of snow and/or ice as needed.		
<b>Question Number</b>	<b>IFB Section</b>	<b>Question</b>
5.	N/A	<b>Will the Contractor be responsible for cleaning parking lots and/or fence lines?</b>
<b>DMH RESPONSE:</b> The Contractor shall clear all litter, garbage on parking lots and pull weeds from fence lines and around the building structure.		
<b>Question Number</b>	<b>IFB Section</b>	<b>Question</b>
6.	N/A	<b>Is there a minimum or maximum number of employees that can work a shift?</b>
<b>DMH RESPONSE:</b> The Contractor shall ensure that there is an adequate staff to cover all work specified at site. The minimum shall be two (2) employees. The maximum shall be dictated on the timeframe and the work flow.		
<b>Question Number</b>	<b>IFB Section</b>	<b>Question.</b>
7.	N/A	<b>Will there be a site visit for each location scheduled?</b>
<b>DMH RESPONSE:</b> There will be two (2) <b>Optional Site</b> visits at the following locations: <b>MHSD</b> - we shall visit the larger of the two locations at 35 K Street, NE Washington, DC 20002 on January 9, 2013 at 11:00 A.M. <b>CPEP</b> - located at 1905 E Street, SE (D.C. General Hospital Campus Building #14) Washington, DC 20003 on January 9, 2013 at 1:00 P.M.		
<b>Question Number</b>	<b>IFB Section</b>	<b>Question</b>
8.	N/A	<b>If additional cleaning, shampooing etc. is requested by the COTR, outside the original schedule, will this require a modification to the contract? If there is a modification, will this become the dominate factor in the contract or will the original contract still be in effect?</b>
<b>DMH RESPONSE:</b> All changes to the original Scope of Work require a Bilateral Contract Modification. Any Contact Modification once executed becomes a part of the overall Contract.		

**ALL OTHER TERMS AND CONDITIONS OF THE INVITATION FOR BID (IFB) SHALL REMAIN UNCHANGED.**

Only one copy of this Amendment is being sent to prospective Offerors. Offerors shall sign below and attach a signed copy of this Amendment to each Bid to be submitted to the place specified for receipt of Bids. Bids shall be mailed or delivered in accordance with the instructions provided in the original IFB. In the event your Bid has been previously deposited with the Department of Mental Health, Contracts and Procurement Administration (DMH/CPS), submit this signed Amendment in a sealed envelope, identified on the outside by the IFB number and submission date. This signed Amendment must be received by the DMH/CPS on or before **Tuesday January 15, 2013 at 2:00 PM EST** the date and time for closing. **Failure to acknowledge receipt of Amendment Two (2) for Solicitation Number RM-013-IFB-037-BY4-DJW may be cause for rejection of any Bid submitted in response to the subject IFB.**

Signed:

\_\_\_\_\_  
Samuel J. Feinberg, CPPO, CPPB  
Director, Contracts and Procurement  
Agency Chief Contracting Officer

\_\_\_\_\_  
Date

Amendment Number Two (2) is hereby acknowledged and is considered a part of the IFB **RM-013-IFB-037-BY4-DJW**

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Print or Type Name of Offeror