

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement



REQUEST FOR TASK ORDER PROPOSAL (RFTOP)

TO: GSA FEDERAL SUPPLY SCHEDULE (GSA) BIDDERS
Solicitation No: DCFA-2011-F-3742
Caption: MPD Evidence Warehouse Relocation
Issuance Date: February 8, 2011
Due Date: February 22, 2011

The Government of the District of Columbia, Office of Contracting and Procurement (OCP), on behalf of the Metropolitan Police Department (MPD) (the District) is seeking a qualified moving company under a current GSA Federal Supply Schedule (FSS) contract to provide all material, labor, and management to assist MPD in the task of transitioning operations from the existing location to the new facility. The contractor will be responsible for relocating an estimated 125,000 items of property and evidence from origin to destination. The successful contractor shall be expected to provide services under a firm fixed price and time and materials delivery order agreement.

The RFP should be prepared according to the instructions listed below.

1. RFP SUBMISSION REQUIREMENTS

The task order proposal shall be submitted as "Task Order Proposal in response to Solicitation No. DCFA-2011-F-3742, MPD Evidence Lab Relocation." All proposals must be submitted electronically through the District's E-Sourcing Module. Proposals shall, at minimum, include:

- a. Completed Price Schedule (Attachment B);
- b. Completed Tax Certification Affidavit (Attachment C);
- c. A minimum of two (2) completed Past Performance Evaluation Forms from previous clients for which similar services were provided (Attachment D);
- d. Completed Questionnaire (Attachment E)
- e. Updated Certificate of Insurance; and
- f. Copy of Offeror's GSA Price Schedule.

2. PROPOSAL SUBMISSION INSTRUCTIONS:

RFP must be submitted electronically via the Sourcing Module

The subject heading should read as follows:

“Task Order Proposal in response to Solicitation No. DCFA-2011-F-3742 (MPD Evidence Lab Relocation)”

3. PROPOSAL SUBMISSION DATE:

The closing date for receipt of proposals is **2:00 PM, Local Time, Tuesday, February 22, 2011**. Proposals received after the exact local time specified above are “late” and will not be considered.

4. TECHNICAL PROPOSAL

a. Technical Approach:

Offeror shall provide a brief narrative which demonstrates its understanding of the District’s requirement and outlines its methodology for conducting the relocation within the required timeframe. The Offeror shall provide a work plan including project timeline (project launch to culmination) as well as resumes of proposed key personnel (Project Managers) to be assigned to this project. Offerors shall provide a completed questionnaire (Attachment E). Offerors shall also submit their most recent Certificate of Insurance as well as a copy of its current GSA Schedule.

b. Past Performance:

Offerors shall also submit a minimum of three (3) completed Past Performance Evaluation Forms (Attachment D) for clients for whom similar services have been successfully completed within the last five (5) years.

5. PRICE PROPOSAL

Pricing shall be firm fixed price and shall include all costs. Unless otherwise directed in writing, the price quotation shall, at a minimum include:

- a. Completed Price Schedule (Attachment B); and
- b. Completed Tax Certification Affidavit (Attachment C);

6. Evaluation for Award:

Award shall be made from this solicitation to the responsible offeror whose offer is most advantageous to the District, based upon the evaluation criteria specified below. The District reserves the right to reject any or all proposals determined to be inadequate or unacceptable. The District may award a contract on the basis of initial

offers received without discussions. Therefore, each initial offer should contain the offeror's best terms from a fixed price basis and technical standpoint.

Proposal Evaluation

The technical evaluation criteria set forth below have been developed by the program office and has been tailored to their requirements in this particular solicitation. The offeror is informed that these criteria, (1) serve as the standard against which all proposals will be evaluated and (2) serve to identify the significant matters which the offeror should specifically address in complying with the requirements of this solicitation.

The offeror's technical proposal and price proposal will be evaluated separately. Offerors are advised that the technical and price proposals will be evaluated by the Government based on the criteria outlined below. Technical factors are more important than price.

7.1 Technical Evaluation Criteria (80 Points)

a. Technical Approach (40 points)

The Offeror has demonstrated its understanding of the District's requirement and has provided a complete timeline. Additionally, the Offeror has provided all required documentation.

b. Past Performance and Previous Experience (40 points)

The Offeror's proposal has demonstrated that has successfully provided similar services to similar clients as evidenced by the Past Performance Evaluations forms submitted which indicate the client's satisfaction with the offeror's performance.

7.2 Price Evaluation Criteria (20 Points)

The Offeror's pricing proposal will be evaluated separately from the technical proposal.

The price evaluation will be objective. The offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each offeror's evaluated price score:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times 20 = \text{Evaluated price score}$$

The technical evaluation criteria above serve as the standard against which all proposals will be evaluated and serve to identify the significant areas which the offeror should specifically address in complying with the requirements in the Scope of Work. The technical proposal and price proposal shall be evaluated separately.

8. Term of Contract

The period of performance shall be one (1) year from the date of award.

9. PREBID WALKTHROUGH-February 15, 2011.

Start	Finish	Location	Scheduled minutes at each location	Travel Time (minutes)
10:30	11:30	2235 SHANNON PLACE	60	
11:30	12:00	Travel time		30
12:00	1:00	17 DC VILLAGE LANE	60	

10. Attachments

- Attachment A – Statement of Work
- Attachment B – Price Schedule
- Attachment C – Tax Certification Affidavit
- Attachment D – Past Performance Evaluation Form
- Attachment E – Questionnaire

Questions may be referred to Antwanette Murphy by email at antwanette.murphy@dc.gov.
Questions regarding the solicitation must be received no later than 5:00 PM on Wednesday, February 16, 2011.

SECTION B: SUPPLIES OR SERVICES AND PRICES

SUPPLIES OR SERVICES AND PRICE

B.1 The Government of the District of Columbia (District) Office of Contracting and Procurement (OCP) on behalf of the Metropolitan Police Department (MPD), engages a GSA vendor, to assist in the relocation move of an Evidence Warehouse to be supplied this fiscal year that meets the standard set by MPD. The GSA moving company shall provide all material, labor, and management to assist MPD in the task of transitioning operations from the existing location to the new facility. The contractor shall be responsible for relocating an estimated 125,000 items of property and evidence from origin to destination.

B.2 The District contemplates award of a firm fixed price type contract with fixed unit prices.

B.3 TASK ORDER CONTRACT

This is a GSA task order contract for the supplies or services specified, and effective for the period stated.

- a. Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering Clause described in G.10. The Contractor shall furnish to the District, when and if ordered, the supplies or services specified in the Schedule up to and including the maximum quantities provided in Section B.4. The District will order at least the minimum quantities provided in Section B.4. The District will issue one purchase order and task order at the start of the Contract to provide the funding for the estimated dollar value of orders to be placed in accordance with Sections G.10 of the contract for the current fiscal year's period of performance.
- b. Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and District's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective dates.

B.4 PRICE SCHEDULE (Date of award through September 30, 2011)

LABOR HOURS

Contract Line Item Number (CLIN)	Description	Total Price
0001	Project Manager/Working Supervisor (1st Shift- AM)	\$ _____
0002	Project Manager/Working Supervisor (2nd Shift- PM)	\$ _____
0003	Driver (2)	\$ _____
0004	Picker/Warehouseman (4)	\$ _____
0005	Forklift Driver (4)	\$ _____
0006	Professional Mover (2)	\$ _____
TOTAL		\$ _____

MATERIALS

Contract Line Item Number (CLIN)	Description	Total Price
0001	Shrink (Stretch) Wrap	\$ _____
0002	Packing Paper	\$ _____
0003	Speed Packs	\$ _____
0004	Moving Pads/Blankets	\$ _____
0005	Dollies for Totes	\$ _____
0006	Labels	\$ _____
0007	Miscellaneous	\$ _____
TOTAL		\$ _____

LABOR/MATERIAL GRAND TOTAL	\$ _____
-----------------------------------	----------

SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE

The Government of the District of Columbia, Office of Contracting and Procurement (OCP), on behalf of the Metropolitan Police Department (MPD)(the District) engages a GSA/FSS vendor, to assist in the relocation move of an Evidence Warehouse in accordance with the specifications/work statement described in Section C.3. It is the purpose of this solicitation and resulting contract to transition operations from the existing location (2235 Shannon Place S.E. Washington, DC) to the new facility (17 DC Village Lane S.W., Washington, DC). The Contractor shall be responsible for relocating an estimated 125,000 items from origin to destination.

C.2 REQUIREMENTS

Moving services shall include packaging, scanning and moving loose items, light & heavy boxes, various supplies and other miscellaneous items to new location. The Contractor shall provide all materials, labor and management.

Services will begin immediately upon award of contract and are anticipated to include, but are not limited to:

The contractor shall assume responsibility for all permits, insurance, and workmanship for the project. Any sub-contracting of work must first be approved, submitted with the bid proposal and receive approval from MPD.

The contractor shall provide labor, materials (labels, bubble wrap/rolls, plastic tape, commercial bins, mirror carton, stretch wrap, record boxes, pallets, etc.), operations, vehicles, and equipment for moving materials to the designated location based on MPDs moving plan.

The contractor shall pack, label and scan all materials.

The contractor shall work with the Contracting Officer Technical Representative (COTR), to comply with the timetable/schedule.

The contractor shall provide proof of bonding and insurance.

The contractor shall ensure that all employees that will be utilized to perform moving services on behalf of MPD have passed MPD background checks upon award but prior to project commencement. Contractor will be responsible for the cost of background checks (\$7.00 per person), upon award and prior to the beginning of the project.

C.3 DEFINITIONS AND ACRONYMS

C.3.1 Metropolitan Police Department (MPD) - The District of Columbia agency with a mission to promote and protect the health, safety and quality of life of residents, visitors and those doing business in the District of Columbia. MPD's responsibilities include identifying health risks; educating the public; preventing and controlling diseases, injuries and exposure to environmental hazards; promoting effective community collaborations; and optimizing equitable access to community resources.

C.4 BACKGROUND

C.4.1 The Evidence Control Division handles over 100,000 recovered or seized property cases and is responsible for storing seized property with two goals in mind:

1. To secure, catalog and store property in a safe manner, and
2. To return all property to its rightful owners, as quickly and efficiently as possible.

C.5 REQUIREMENTS

The Contractor shall provide the estimated hours and hourly rates (on price sheet) for the following in accordance with the following move:

The relocation of property:

From	TO
2235 Shannon Pl., SE Washington, DC 20020	17 DC Village Lane, SW Washington, DC 20032

C.5.1.1 The Contractor shall ensure that all employees past a background check.

C.5.1.2 The Contractor shall ensure that they have a valid GSA contract.

C.5.2 STAFF/EMPLOYEE REQUIREMENTS

The contractor shall ensure that all employees that will be utilized to perform moving services on behalf of MPD have passed MPD background checks upon award but prior to project commencement. Contractor will be responsible for the cost of background checks (\$7.00 per person).

C.5.2.1 The contractor shall provide two (2) Project Managers (PM) for two (2) nine (9) hour shifts for the duration of the project. PMs will coordinate, direct, manage and supervise the entire relocation, including attending pre-move meetings, Move Coordinators, and assigned MPD supervisors. PM will be the on-site supervisors during the relocation. PM shall provide consultation and address questions on the packing and moving process and shall ensure the move is conducted and completed in accordance with the specifications, phasing plans and timelines.

C.5.2.2 The Contractor shall provide personnel within each crew that are certified to operate automated equipment such as pallet jacks, forklifts, and man lifts.

C.5.2.3 The contractor shall provide the manpower to remove evidence/property from shelving, bring the evidence to the data entry professionals and move the evidence from the data entry point to the pallets. Load each pallet onsite, stretch wrap each pallet, and label each pallet relocating in the pre-move prep stage.

C.5.2.4 The contractor shall provide full time, uniformed, trained labor (Trained & certified through the International Moving Institute).

C.5.2.5 The contractor shall provide movers, installers and packers uniforms so they can be clearly identified when working in MPD facilities.

C.5.2.6 The contractor shall provide crew continuity in each shift of the project.

C.5.2.7 The contractor shall provide personnel that can accurately bar code items and accurately enter the evidence information via scanners into final location.

C.5.3 TRACKING REQUIREMENTS

C.5.3.1 The contractor shall provide personnel that can accurately bar code items and accurately enter the evidence information via scanners into final location.

C.5.3.2 The contractor shall agree that all data captured on scanners will only be accessed by authorized MPD personnel-authorized MPD personnel will be designated at the onset of the project. The contractor shall agree that the scanner/bar code process used is proprietary and confidential.

The bar code and scanning materials will be provided by and will remain the property of MPD.

The contractor shall complete a walk-through at the end of every shift with the assigned MPD supervisor to ensure all items/equipment/areas have been left in the appropriate manner and to the satisfaction of the MPD supervisor.

C.5.4 SECURITY REQUIREMENTS

C.5.4.1 The contractor shall provide secure trucks with truck seals for transport.

C.5.5 REPORTING/DELIVERY REQUIREMENTS

C.5.5.1 The contractor shall provide MPD with a project plan for sign off / approval. Project plan will include weekly itemized delivery schedule with checklist. Checklist will be reviewed during the daily walkthrough with MPD supervisor.

C.5.5.2 The contractor shall provide weekly progress reports (fixed day of the week with fixed time delivered via email) on status of project plan, delivery schedule milestones achieved and approaching as well as projected delays or risks in the schedule that could impact the project completion date.

C.5.5.3 The contractor shall seek signed approval for any deviations from the weekly / itemized delivery schedule prior to implementing any changes.

C.5.5.4 The contractor shall communicate necessary corrective action to delivery schedule and obtain authorization to proceed with to corrective action to minimize risks to the project timeline and completion date.

C.5.5.5 The contractor shall provide a contingency / emergency plan to MPD no later than February 28th or 5 days after notification of award (whichever comes first) and prior to commencement of work that will address the following:

- Inclement weather route / delivery schedule
- Fire Emergency (at old warehouse or new warehouse)
- Transport incidents or accidents
- National emergency
- Broken Chain of Custody – Lost evidence. Broken seals

C.6 EVALUATION CRITERIA

OCP may award a proposal to the most responsive contractor who best meets the following criteria:

- A. Conformance of proposed to meet specifications.
- B. Overall qualifications of Bidder.
 - a. Capacity to perform
 - b. Financial Condition
 - c. Experience
 - d. Size of Company
 - e. Key personnel
- C. Overall understanding of and responsiveness to the requirements.
- D. Cost
- E. Other pertinent information provided by the bidder that OCP determines to be necessary for evaluation.

C.6.1 BIDDER QUESTIONS

BIDDER'S MUST PROVIDE A WRITTEN RESPONSE TO EACH QUESTION AND SUBMIT AS PART OF THE PROPOSAL.

1. Do you own and/or lease all of the trucks proposed?
2. What type and how many of equipment (carts, etc.) and/or supplies (boxes) do you anticipate will be required?
3. Name the proposed Company Representatives and Project Manager and provide background information for each of them.
4. Are there any specific requirements required of the Metropolitan Police Department?
5. What is the maximum number of days notice required for a change in a moving date?
6. What additional expenses would the owner incur if the above notice (item #5) were not complied with?
7. Are your workers bonded?
8. Other than what is included in this RFP, what types of insurance does your company offer or recommend?
9. What other moves or relocations does your company have scheduled during the same time MPD's move is scheduled?
10. What, if any, tariffs apply? Have they been included in your proposal?

In addition to completing the above questions, the following shall be submitted with your proposal:

1. Pricing Form (to be completed on Pricing Form-attached)
2. Certification
3. Copy of your GSA/Federal Supply Schedule
4. Past Performance Evaluation Form/Bid Disclosure Statement – Familial Relationship
5. Completed W-9 Form

SECTION D
PACKAGING AND MARKING

- D.1** The packaging and marking requirements for the resultant contract shall be governed by clause number (2), Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007 and incorporated as Attachment J.1.

THE REMAINDER OF THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY.

INSPECTION AND ACCEPTANCE

- E.1** The inspection and acceptance requirements for the resultant contract shall be governed by clause number five (5) Inspection of Supplies of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007 and incorporated as Attachment J.1.
- E.2** The COTR will review the scanned items and secured packaging as described in C.6.4 and C.6.5.

**SECTION F
DELIVERIES OR PERFORMANCE**

F.1 TERM OF CONTRACT

The term of the contract shall be from date of award through September 30, 2011.

F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

F.2.1 N/A

F.3 DELIVERABLES

Contractor shall deliver evidence/items directly to sites specified in the transmission of orders to the Contract as described in Section H.9.1. The Contractor shall provide the COTR or designee other Contract deliverables in accordance with the following schedule:

Deliverable No.	Deliverable	Qty./ Format/ Method of Delivery	Due Date
1	Manpower	Qty. varies by order	Within 10 days of receipt of order from the COTR
2	Materials	Qty. varies by order	Within 10 days of receipt of order from the COTR
3	Scanning	Qty. varies by order	Within 10 days of receipt of order from the COTR
4	Relocation of MPD's Evidence Warehouse	1 electronic confirmation per order	Within 24 hours of the transmission of order

F.3.1 The Contractor shall submit to the District, as a deliverable, the report described in section H.3.5 of this contract that is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, final payment to the Contractor may not be paid.

THE REMAINDER OF THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY.

SECTION G
CONTRACT ADMINISTRATION DATA

G.1 INVOICE PAYMENT

G.1.1 The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.

G.1.2 The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

G.2 INVOICE SUBMITTAL

G.2.1 The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section G.4. Invoices shall be prepared in duplicate and submitted to the agency Chief Financial Officer (CFO) with concurrent copies to the Contracting Officer's Technical Representative (COTR) specified in Section G.9 below. The address of the CFO is:

Office of the Chief Financial Officer
Metropolitan Police Department (MPD)
300 Indiana Avenue, NW Room 4106
Washington, D. C. 20002
(202) 727-5298

G.2.2 To constitute a proper invoice, the Contractor shall submit the following information on the invoice:

G.2.2.1 Contractor's name, Federal tax ID and invoice date (Contractors shall date invoices on the date of mailing or transmittal);

G.2.2.2 Contract number and invoice number;

G.2.2.3 Date of Order, Description, price, quantity and the date that the supplies were delivered, and the location of the delivery.

G.2.2.4 Other supporting documentation or information, as required by the Contracting Officer;

G.2.2.5 Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;

G.2.2.6 Name, title, phone number of person preparing the invoice;

G.2.2.7 Name, title, phone number and mailing address of person (if different from the

person identified in G.2.2.6 above) to be notified in the event of a defective invoice;
and

G.2.2.8 Authorized signature.

G.3 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT

G.3.1 For contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment must be accompanied by the report or a waiver of compliance discussed in section H.3.5.

G.3.2 No final payment shall be made to the Contractor until the CFO has received the Contracting Officer's final determination or approval of waiver of the Contractor's compliance with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements.

G.4 PAYMENT

G.4.1 PAYMENTS ON PARTIAL DELIVERY OF GOODS

Unless otherwise specified in this contract, payment will be made on partial deliveries of goods accepted by the District if:

- a. The amount due on the deliveries warrants it; or
- b. The Contractor requests it and the amount due on the deliveries is at least \$1,000 or 50 percent of the total contract price

G.5 ASSIGNMENT OF CONTRACT PAYMENTS

G.5.1 In accordance with 27 DCMR 3250, the Contractor may assign funds due or to become due as a result of the performance of this contract to a bank, trust company, or other financing institution.

G.5.2 Any assignment shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party.

G.5.3 Notwithstanding an assignment of contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

Pursuant to the instrument of assignment dated _____,
make payment of this invoice to _____
(name and address of assignee).

G.6 THE QUICK PAYMENT CLAUSE

G.6.1 INTEREST PENALTIES TO CONTRACTORS

G.6.1.1 The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 et seq., for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before:

- a. the 3rd day after the required payment date for meat or a meat product;
- b. the 5th day after the required payment date for an agricultural commodity; or
- c. the 15th day after the required payment date for any other item.

G.6.1.2 Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

G.6.2 PAYMENTS TO SUBCONTRACTORS

G.6.2.1 The Contractor must take one of the following actions within 7 days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under a contract:

- a. Pay the subcontractor for the proportionate share of the total payment received from the District that is attributable to the subcontractor for work performed under the contract; or
- b. Notify the District and the subcontractor, in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

G.6.2.2 The Contractor must pay any lower-tier subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before:

- a. the 3rd day after the required payment date for meat or a meat product;
- b. the 5th day after the required payment date for an agricultural commodity; or
- c. the 15th day after the required payment date for any other item.

G.6.2.3 Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

G.6.2.4 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

G.7 CONTRACTING OFFICER (CO)

Contracts may be entered into and signed on behalf of the District only by contracting officers. The name, address and telephone number of the Contracting Officer is:

John Dean
Contracting Officer
Office of Contracting and Procurement
441 4th Street, NW Room 700
Phone: 202 727-0252
Fax: 202 727-8843
E-mail: john.dean@dc.gov

G.8 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

G.8.1 The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.

G.8.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer.

G.8.3 In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

G.9 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

G.9.1 The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract is:

Metropolitan Police Department
300 Indiana Avenue, NW
Washington, DC 20001
202- 727-5084 Office
202- 724-7192 Fax

- G.9.2** The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract.
- G.9.3** The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.
- G.10 ORDERING CLAUSE**
- G.10.1** Any supplies and services to be furnished under this contract must be ordered by issuance of a purchase orders by the COTR. Such orders may be issued during the term of this contract.
- G.10.2** All purchase orders are subject to the terms and conditions of this contract. In the event of a conflict between a purchase order and this contract, the contract shall control.
- G.10.3** Purchase orders will be issued as described in B.3 and orders will be transmitted to the Contractor.

THE REMAINDER OF THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY.

ATTACHMENT A

ATTACHMENT A-STATEMENT OF WORK

STATEMENT OF WORK

1. SCOPE

The Government of the District of Columbia, Office of Contracting and Procurement (OCP), on behalf of the Metropolitan Police Department (MPD) (the District) seeks a contractor to provide moving/relocation services, to include all material, labor and management.

2. APPLICABLE DOCUMENTS

N/A

3. DEFINITIONS

Metropolitan Police Department (MPD) - The District of Columbia agency with a mission to promote and protect the health, safety and quality of life of residents, visitors and those doing business in the District of Columbia. MPD's responsibilities include identifying health risks; educating the public; preventing and controlling diseases, injuries and exposure to environmental hazards; promoting effective community collaborations; and optimizing equitable access to community resources.

4. BACKGROUND

The Evidence Control Division handles over 100,000 recovered or seized property cases and is responsible for storing seized property with two goals in mind:

1. To secure, catalog and store property in a safe manner, and
2. To return all property to its rightful owners, as quickly and efficiently as possible.

5. REQUIREMENTS

5.1 The Contractor shall ensure that all employees past a background check.

5.2 The Contractor shall ensure that they have a valid GSA contract.

5.3 STAFF/EMPLOYEE REQUIREMENTS

The contractor shall ensure that all employees that will be utilized to perform moving services on behalf of MPD have passed MPD background checks upon award but prior to project commencement. Contractor will be responsible for the cost of background checks (\$7.00 per person).

5.3.1 The contractor shall provide two (2) Project Managers (PM) for two (2) nine (9) hour shifts for the duration of the project. PMs will coordinate, direct, manage and supervise the entire relocation, including attending pre-move meetings, Move Coordinators, and assigned MPD supervisors. PM will be the on-site supervisors during the relocation. PM shall provide consultation and address questions on the packing and moving process and shall ensure the move is conducted and completed in accordance with the specifications, phasing plans and timelines.

- 5.3.2 The Contractor shall provide personnel within each crew that are certified to operate automated equipment such as pallet jacks, fork lifts, and man lifts.
- 5.3.3 The contractor shall provide the manpower to remove evidence/property from shelving, bring the evidence to the data entry professionals and move the evidence from the data entry point to the pallets. Load each pallet onsite, stretch wrap each pallet, and label each pallet relocating in the pre-move prep stage.
- 5.3.4 The contractor shall provide full time, uniformed, trained labor (Trained & certified through the International Moving Institute).
- 5.3.5 The contractor shall provide movers, installers and packers uniforms so they can be clearly identified when working in MPD facilities.
- 5.3.6 The contractor shall provide crew continuity in each shift of the project.
- 5.3.7 The contractor shall provide personnel that can accurately bar code items and accurately enter the evidence information via scanners into final location.

5.4 TRACKING REQUIREMENTS

- 5.4.1 The contractor shall provide personnel that can accurately bar code items and accurately enter the evidence information via scanners into final location.
- 5.4.2 The contractor shall agree that all data captured on scanners will only be accessed by authorized MPD personnel-authorized MPD personnel will be designated at the onset of the project. The contractor shall agree that the scanner/bar code process used is proprietary and confidential.

The bar code and scanning materials will be provided by and will remain the property of MPD.

The contractor shall complete a walk-through at the end of every shift with the assigned MPD supervisor to ensure all items/equipment/areas have been left in the appropriate manner and to the satisfaction of the MPD supervisor.

5.5 SECURITY REQUIREMENTS

- 5.5.1 The contractor shall provide secure trucks with truck seals for transport.

5.6 REPORTING/DELIVERY REQUIREMENTS

- 5.6.1 The contractor shall provide MPD with a project plan for sign off / approval. Project plan will include weekly itemized delivery schedule with checklist. Checklist will be reviewed during the daily walkthrough with MPD supervisor.

- 5.6.2 The contractor shall provide weekly progress reports (fixed day of the week with fixed time delivered via email) on status of project plan, delivery schedule milestones achieved and approaching as well as projected delays or risks in the schedule that could impact the project completion date.
- 5.6.3 The contractor shall seek signed approval for any deviations from the weekly / itemized delivery schedule prior to implementing any changes.
- 5.6.4 The contractor shall communicate necessary corrective action to delivery schedule and obtain authorization to proceed with to corrective action to minimize risks to the project timeline and completion date.
- 5.6.5 The contractor shall provide a contingency / emergency plan to MPD no later than February 28th or 5 days after notification of award (whichever comes first) and prior to commencement of work that will address the following:
 - o Inclement weather route / delivery schedule
 - o Fire Emergency (at old warehouse or new warehouse)
 - o Transport incidents or accidents
 - o National emergency

Broken Chain of Custody – Lost evidence. Broken seals

6. DELIVERABLES

SOW Reference	Deliverable	Method of Delivery	Due Date	To Whom
5.1	Background Check	To be performed by MPD	Upon award but prior to project commencement	COTR

7. INSPECTION AND ACCEPTANCE

The District will review all services and deliverables to determine acceptability. If neither the services nor deliverables conform to the contract requirements or District standards, the District may require the Contractor to repeat these services at no increase in the contract amount. When defects in services or deliverables cannot be corrected by performance, the District may require the Contractor to take necessary action to ensure that future performance conforms to contract requirements. If the Contractor fails to promptly perform the services again or take the necessary action to ensure future performance in conformity to contract requirements, the District may (1) by contract or otherwise, perform the services and charge the Contractor any cost incurred, or (2) terminate the contract for default.

8. DISTRICT RESPONSIBILITY

- 8.1** The District will review all services and deliverables to determine acceptability. If neither the services nor deliverables conform to the contract requirements or District standards, the District may require the Contractor to repeat these services at no increase in the contract amount. When defects in services or deliverables cannot be corrected by performance, the District may require the Contractor to take necessary action to ensure that future performance conforms to contract requirements. If the Contractor fails to promptly perform the services again or take the necessary action to ensure future performance in conformity to contract requirements, the District may (1) by contract or otherwise, perform the services and charge the Contractor any cost incurred, or (2) terminate the contract for default.

ATTACHMENT B

ATTACHMENT B-PRICE SCHEDULE

LABOR HOURS

Contract Line Item Number (CLIN)	Description	Total Price
0001	Project Manager/Working Supervisor (1st Shift- AM)	\$ _____
0002	Project Manager/Working Supervisor (2nd Shift- PM)	\$ _____
0003	Driver (2)	\$ _____
0004	Picker/Warehouseman (4)	\$ _____
0005	Forklift Driver (4)	\$ _____
0006	Professional Mover (2)	\$ _____
TOTAL		\$ _____

MATERIALS

Contract Line Item Number (CLIN)	Description	Total Price
0001	Shrink (Stretch) Wrap	\$ _____
0002	Packing Paper	\$ _____
0003	Speed Packs	\$ _____
0004	Moving Pads/Blankets	\$ _____
0005	Dollies for Totes	\$ _____
0006	Labels	\$ _____
0007	Miscellaneous	\$ _____
TOTAL		\$ _____

LABOR/MATERIAL GRAND TOTAL	\$ _____
-----------------------------------	----------

ATTACHMENT C

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of the Chief Financial Officer

Office of Tax and Revenue



TAX CERTIFICATION AFFIDAVIT

THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.

Date

**Authorized Agent
Name of Organization/Entity
Business Address (include zip code)
Business Phone Number**

**Authorized Agent
Principal Officer Name and Title
Square and Lot Information
Federal Identification Number
Contract Number
Unemployment Insurance Account No.**

I hereby authorize the District of Columbia, Office of the Chief Financial Officer, Office of Tax and Revenue to release my tax information to an authorized representative of the District of Columbia agency with which I am seeking to enter into a contractual relationship. I understand that the information released will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations solely for the purpose of determining my eligibility to enter into a contractual relationship with a District of Columbia agency. I further authorize that this consent be valid for one year from the date of this authorization.

I hereby certify that I am in compliance with the applicable tax filing and payment requirements of the District of Columbia. The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities.

Signature of Authorizing Agent

Title

The penalty for making false statement is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code §47-4106.

ATTACHMENT D

PAST PERFORMANCE EVALUATION FORM

(Check appropriate box)

Performance Elements	RATING (See Rating Guidelines on Page 2)					
	5 – Excellent	4 – Good	3 – Acceptable	2 – Minimally Acceptable	1 – Poor	0 – Unacceptable
Quality of Services/Work						
Timeliness of Performance						
Cost Control						
Business Relations						
Customer Satisfaction						

1. Name of Contractor being Evaluated: _____
2. Name & Title of Evaluator: _____
3. Signature of Evaluator: _____
4. Name of Evaluator's Organization: _____
5. Telephone Number of Evaluator: _____
6. Type of service received: _____
7. Contract Number, Amount and period of Performance _____
8. Remarks on Excellent Performance: Provide data supporting this observation. Continue on separate sheet if needed)

9. Remarks on unacceptable performance: Provide data supporting this observation. (Continue on separate sheet if needed)

RATING GUIDELINES

Summarize Contractor performance in each of the rating areas. Assign each area a rating of 0 (Unacceptable), 1 (Poor), 2 (Acceptable), 3 (Good), 4 (Excellent), or ++ (Plus). Use the following instructions a guidance in making these evaluations.

	Quality Product/Service	Cost Control	Timeless of Performance	Business Relations
	<ul style="list-style-type: none"> -Compliance with contract requirements -Accuracy of reports -Appropriateness of personnel -Technical excellence 	<ul style="list-style-type: none"> -Within budget (over/ under target costs) -Current, accurate, and complete billings -Relationship of negated costs to actual -Cost efficiencies -Change order issue 	<ul style="list-style-type: none"> -Meet Interim milestones -Reliable -Responsive to technical directions -Completed on time, including wrap-up and contract administration -No liquidated damages assessed 	<ul style="list-style-type: none"> -Effective management -Businesslike correspondence -Responsive to contract requirements -Prompt notification of contract problems -Reasonable/cooperative -Flexible -Pro-active -effective contractor recommended solutions -Effective snail/small disadvantaged business Subcontracting program
0. Unacceptable	Nonconformances are comprises the achievement of contract requirements, despite use of Agency resources	Cost issues are comprising performance of contract requirements.	Delays are comprising the achievement of contract requirements, Despite use of Agency resources.	Response to inquiries, technical/ service/administrative issues is not effective and responsive.
1. Poor	Nonconformances require major Agency resources to ensure achievement of contract requirements.	Cost issues require major Agency resources to ensure achievement of contract requirements.	Delays require major Agency resources to ensure achievement of contract requirements.	response to inquiries, technical/ service/administrative issues is marginally effective and responsive.
2. Minimally Acceptable	Nonconformances require minor Agency resources to ensure achievement of contract requirements.	Costs issues require minor Agency resources to ensure achievement of contract requirements.	Delays require minor Agency resources to ensure achievement of contract requirements.	Responses to inquiries, technical/ service/administrative issues is somewhat effective and responsive.
3. Acceptable	Nonconformances do not impact achievement of contract requirements.	Cost issues do not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Responses to inquires, technical/ service/administrative issues is usually effective and responsive.
4. Good	There are no quality problems.	There are no cost issues.	There are not delays.	Responses to inquiries, technical/ service/administrative issues is effective and responsive,
5. Excellent	The contractor has demonstrated an exceptional performance level in some or all of the above categories.			

ATTACHMENT E

ATTACHMENT E- QUESTIONNAIRE

BIDDER'S MUST PROVIDE A WRITTEN RESPONSE TO EACH QUESTION AND SUBMIT AS PART OF THE PROPOSAL.

1. Do you own and/or lease all of the trucks proposed?
2. What type and how many of equipment (carts, etc.) and/or supplies (boxes) do you anticipate will be required?
3. Name the proposed Company Representatives and Project Manager and provide background information for each of them.
4. Are there any specific requirements required of the Metropolitan Police Department?
5. What is the maximum number of days notice required for a change in a moving date?
6. What additional expenses would the owner incur if the above notice (item #5) were not complied with?
7. Are your workers bonded?
8. Other than what is included in this RFP, what types of insurance does your company offer or recommend?
9. What other moves or relocations does your company have scheduled during the same time MPD's move is scheduled?
10. What, if any, tariffs apply? Have they been included in your proposal?