

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. Contract Number	Page of Pages	
2. Amendment/Modification Number		3. Effective Date	4. Requisition/Purchase Request No.	GF-2013-R-0118	1	8
GF-2013-R-0118-001		August 6, 2013		5. Solicitation Caption HVAC and Operating Engineering Services		
6. Issued By: University of the District of Columbia Capital Procurement Division 4200 Connecticut Avenue, NW, Room C04 Building 38 Washington, DC 20008			7. Administered By (If other than line 6) University of the District of Columbia Capital Procurement Division 4200 Connecticut Avenue, NW, Room C04 Building 38 Washington, DC 20008			
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)				(X)	9A. Amendment of Solicitation No. GF-2013-R-0118	
					9B. Dated (See Item 11) May 15, 2013	
					10A. Modification of Contract/Order No.	
					10B. Dated (See Item 13)	
Code	Facility					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS						
<input checked="" type="checkbox"/>	The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)						
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14						
	A. This change order is issued pursuant to: (Specify Authority) The changes set forth in Item 14 are made in the contract/order no. in item 10A.					
	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.					
	C. This supplemental agreement is entered into pursuant to authority of:					
	D. Other (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copy to the issuing office.						
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)						
Solicitation No. GF-2013-R-0118 for HVAC and Operating Engineering Services for UDC is hereby amended as follows:						
1. Revised Evaluation Criteria (Attachment A)						
2. Questions and Answers (Attachment B)						
3. Pre-Bid Conference Sign-in Sheet (Attachment C)						
4. All other terms and conditions remain unchanged.						
Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect						
15A. Name and Title of Signer (Type or print)				16A. Name of Contracting Officer Sherry Jones-Quashie		
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia		16C. Date Signed
				Sherry Jones-Quashie		8/6/13
(Signature of person authorized to sign)				(Signature of Contracting Officer)		

# Attachment A

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## ATTACHMENT A

### EVALUATION FACTORS AND SUB-FACTORS POINT DISTRIBUTION

#### **M.3.1 Technical Criteria (80 POINTS)**

##### **Factor 1 –Key Personnel (45 points)**

The University desires that the HVAC and Operating Engineering services will be supervised by experienced and qualified key personnel in accordance with Section L.3.1.

**Sub-factor 1** – Resume and Certifications for one (1) proposed Supervisor with 1<sup>st</sup> Class Engineers License **(15 points)**

**Sub-factor 2** – Resume and Certifications for four (4) - 1<sup>st</sup> Class Engineers **(8 points)**

**Sub-factor 3** – Resume and Certifications for two (2) - 3<sup>rd</sup> Class Engineers **(7 points)**

**Sub-factor 4** – Resume and Certifications for one (1) HVAC Mechanic **(6 points)**

**Sub-factor 5** – Resume and Certifications for one (1) Maintenance Helper **(5 points)**

**Sub-factor 6** - Resume for one (1) Administrative Assistant **(4 points)**

##### **Factor 2 - Relevant Experience and Past Performance (25 points)**

The University desires to engage a Company with the qualifications and experience necessary to perform the scope of work set forth in Section C of this RFP. Offerors will be evaluated based on their demonstrated experience and past performance in accordance with Section L.3.2. If the Offeror is a team or joint venture of multiple companies, the Evaluation Committee will consider the experience of each member of the team or joint venture in light of their role in the proposed team or joint venture.

**Sub-factor 1** – Three HVAC and Operating Engineering Projects **(12 points)**

**Sub-factor 2** – Identify three (3) relevant problems encountered and detail actions to correct those problems **(7 points)**

**Sub-factor 3** – One (1) letter of reference, from clients, for each project submitted **(6 points)**

**Factor 3 – Letters of Recommendation and Background Checks (10 Points)**

The University desires that the HVAC and Operating Engineering personnel will be experienced and qualified personnel in accordance with Section L.3.1.

**Sub-factor 1 – One (1) letter of reference for each proposed personnel (5 Points)**

**Sub-factor 2 – Background Checks for each proposed personnel (5 Points)**

# Attachment B

**ANSWERS TO OFFERORS QUESTIONS**

Quest. No.	Question	Answer
1.	Section B.4: Pages 2 & 3; B.4.1, B.4.2, B.4.3 state 2 3 <sup>rd</sup> Class Engineers, 6240 Hours, 2 Engineers would be 4160 hours, 3 Engineers are 6240 hours, please clarify.	The estimated no. of hours for two (2) 3 <sup>rd</sup> Class Engineers is 4160.
2.	Section L.3.1 b, Page 49 states 2 letters of recommendation for the Supervisor. Section L.3.1 c 8, Page 50 states 1 letter of recommendation. Section M.3.1, Factor 3 states 1 letter of recommendation. Please clarify.	One (1) letter of reference is required for each proposed personnel.
3.	Section L.3.2 (c), Page 51 requests identification of relevant problems and detail corrective actions for those problems. Section M.3.1, Factor 2 does not list this requirement for the evaluation criteria. Please clarify.	See revised Evaluation Criteria (Attachment A)
4.	Section C, Pages 4 & 5. This appears to be a labor contract only as there is not mention of Contractor supplied materials, supplies, or repair parts. Is UDC going to provide the required materials for this contract? If the Contractor is supposed to supply them, should the cost be included in the loaded hourly rate since there is no line item in Schedule B? Please clarify.	Under this contact, the University of the District of Columbia will be responsible for purchasing supplies, material, and repair parts, for UDC equipment only.
5.		
6.		
7.		

# Attachment C

SOLICITATION NO.: GF-2013-R-0118

HVAC and Operating Engineering Services for FY 2014  
 Friday, July 26, 2013 – 1:00 PM – Building 39, Third Floor, Board Room

PRE-PROPOSAL CONFERENCE SIGN-IN SHEET

PLEASE PRINT

NO	NAME	COMPANY	TELEPHONE NO.	EMAIL ADDRESS
1	K KANG	AAMS	202-391-7152	K.KANG.AAMS@AOL.COM
2	A.D VENSOU	UOC	2-274-6361	AVENSON@UOC.EDU
3	CAF Inc Washington	Sim Biggs	202-678-0352	jbiggs7815@AOL.COM
4	Tonya Mills	UDC	274-6913	tonya.mills@ucd.edu
5	Karen Hubbard	UOC	2/274-7447	K.hubbard@washington.ucd.edu
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