The District of Columbia Housing Finance Agency (the “Agency” or “DCHFA”) requests proposals from qualified vendors to provide snow and ice removal and pretreatment services “Services” for the Agency.

The information and instructions set forth below are designed to solicit responses that will demonstrate your company’s capability to satisfy the Agency’s requirements. Each company is requested to submit its most competitive offer.

I. AGENCY BACKGROUND INFORMATION

The Agency was established in 1979 pursuant to the District of Columbia Housing Finance Agency Act, as amended (D.C. Code Section 42-2701.01 et seq.), to increase the supply of affordable housing in the District of Columbia through the issuance of revenue bonds, notes and other obligations. The Agency is a corporate body with a legal existence separate and apart from the District of Columbia (the “District”). The Agency is self-sustaining, and its budget, finances, procurement, and personnel system are independent of the District government.

The Agency’s bond program includes but is not limited to (i) Single Family Mortgage Revenue Bonds for acquisition, refinancing, and rehabilitation, and (ii) Multifamily Mortgage Revenue Bonds for acquisition, construction, rehabilitation, and refinancing of existing debt. In conjunction with the Agency’s multifamily bonds, developers may be entitled to 4% Low Income Housing Tax Credits under the Internal Revenue Code.

The Agency also operates programs that include down payment and closing cost assistance, pre-development loans, construction monitoring services, multifamily mortgage loan servicing and a wide range of other technical assistance services that are available to prospective homeowners, developers and to the Washington D.C. Metropolitan Area at large.
II. SCOPE OF SERVICES

The Agency is seeking proposals from qualified companies for the procurement of snow/ice/freezing rain removal and pretreatment services for its headquarters. The area is approximately 15,130 square feet and includes all curbside sidewalks, building entryways, the parking garage gate entry, the upper level garage, the ramp, the loading dock, and the loading dock entry way. The requested services will include the following:

1. The company will be required to provide pretreatment services and remove snow/ice/freezing rain in accordance with the DC Snow Removal Policy. Snow/ice/freezing rain must be removed from commercial sidewalks within eight (8) sunlight hours after a snow/ice/freezing rain event in DC.

2. The property service area is from the alley gate, just east of the 815 Florida Avenue, NW entrance, to the corner of 9th Street and Florida Avenue, NW, from the corner of 9th Street and Florida Avenue, NW, to the corner of 9th and V Street, NW, from the corner of 9th and V Street, NW to the fence (wall) at the property line on V Street NW. This area also includes the garage gate entryway at the back of the building. The area inside the property gate requiring services is the upper level garage, the ramp and the area from the entry gate leading back to the entire loading dock.

3. The selected company will be required to provide all management, tools, supplies, equipment, materials, and labor necessary to perform the required service on call twenty-four (24) hours a day, seven (7) days a week.

4. With accumulations of snow/ice/freezing rain that are from ¼ inch up to 1 inch, the company will provide pretreatment services. With accumulations of snow/ice/freezing rain that are 1 inch or more, the company will provide pretreatment services and snow/ice/freezing rain removal.

5. The company will maintain the facility areas free from all hazardous conditions that may develop from snow/ice/freezing rain at entrances, sidewalks and gate entryways at least one (1) hour prior to the beginning of business hours, and as needed throughout the duration of the storm.

6. The company will be responsible for the clearing/removal of excess snow/ice/freezing rain, sand or other pretreatment material from treated areas at least three (3) days after a snow/ice/freezing rain event. The company shall dispose of such snow/ice/freezing rain in accordance with the laws and ordinances of the District of Columbia.

7. The company will not damage or destroy property. The company will be held responsible for all damage to property, the gate, grounds, and landscaping caused by equipment or application of chemicals for snow/ice removal and pretreatment services. All chemicals used shall be in accordance with Federal Specifications and local codes. The company will only use environmentally and pet-friendly ice-melt products (on concrete only) and sand (on asphalt only).
III. CONTENT OF PROPOSAL

Please provide complete but succinct responses to the following:

A. Background Information

1. Organizational documents (e.g., Articles of Incorporation).

2. Certificate(s) of Good Standing from the District of Columbia and your home jurisdiction.

3. General overview or description of the qualifications and experience of your company.

B. Personnel and Staffing

1. General information relating to the principals of your company, main office location and locations of branch offices.

2. Identify the personnel (including resumes, if applicable) who will be assigned to the Agency account and who is/are directly responsible and prepared to receive communication from the Agency.

C. Insurance Requirements

Before the commencement of any work, or the providing of any service, the Company shall provide the Agency with a valid Certificate of Insurance showing evidence of the following coverages and amounts with such insurance companies that have A.M. Best Company ratings of at least A (VII) or better:

**Workers’ Compensation & Employers’ Liability Insurance** (as required by the state)

Workers’ Compensation: Statutory

Employers Liability: Bodily Injury by Accident: $100,000 each accident

Bodily Injury by Disease: $100,000 each employee

$500,000 policy limit

**Commercial General Liability Insurance** (Primary & Umbrella) Commercial General Liability Insurance or equivalent with limits of not less than One Million Dollars ($1,000,000) per occurrence, combined single limit for bodily injury, personal injury and property damage liability coverage including the following: all premises and operations, products/completed operations (for a minimum of two (2) years following contract completion) explosion, collapse, independent contractors, separation of insureds, defense and contractual liability. The Agency shall be named as an additional insured on a primary, non-contributory basis and
waiver of segregation for General Liability, Auto, Worker’s Compensation for liability arising directly or indirectly from services.

D. STATEMENT OF EXPERTISE AND EXPERIENCE

1. List at least three (3) agencies or companies for which your company has provided snow/ice removal, pretreatment, and landscaping services. Please list company name, address, telephone number, e-mail address, and contact person.

2. Provide in detail your company’s capabilities and qualifications to provide the services for the requirements listed in the Scope of Services.

3. Describe your company’s approach to conducting the services requested as well as an estimated timeline for the completion of milestones and the work as a whole.

E. COST AND EXPENSES

Please provide the fixed hourly rates for the Scope of Services to be provided to the Agency. Fixed hourly rates shall include contractor’s labor, field equipment, overhead, insurance, and profit except for the cost for environmentally and pet-friendly ice melt, salt, and sand. Please include price chart which itemized fixed hourly rates.

Vendors shall provide pricing for the base year and each option year period. These prices must be valid for a minimum of one hundred twenty (120) days.

F. ACTUAL OR POTENTIAL CONFLICTS

All bidders are subject to applicable Federal, District and Agency conflict of interest laws, regulations, and guidelines. Failure to comply with any such laws, regulations or guidelines will result in the proposal being rejected.

State whether you, your company, or any individual within your company represents any clients or interests or has a personal interest whether that interest is financial or otherwise, which creates or may create an actual or potential conflict in the performance of services for the Agency.

Please include a statement to the effect that at the time that you or your company are selected by the Agency, any facts which are known or come to light which create or may create an actual or potential conflict will be fully disclosed in writing to the Agency.
IV. LOCAL SMALL AND DISADVANTAGED COMPANIES OR INDIVIDUALS/JOINT VENTURE RELATIONSHIPS

It is the goal of the Agency to promote and assist participation by local, small and disadvantaged business enterprises licensed by the D.C. Department of Small Local Business Development (“DSLBD”) as a Certified Business Enterprise (“CBE”) (D.C. Official Code § 2-218.01 et seq.).

The bidder will be required to comply with all applicable requirements as set forth in the Small and Certified Business Enterprise Development and Assistance Amendment Act of 2014 (D.C. Law 20-108). Any company or contractor seeking to submit a bid response or proposal as a CBE must submit its CBE number and a copy of the letter(s) of certification issued by the DSLBD.

Companies may subcontract and/or respond as joint ventures. If a joint venture arrangement has been entered into with a CBE for purposes of responding to this request, bidders are required to provide DSLBD’s certification of the joint venture agreement at the time of proposal submission. The CBE number of subcontractors must also be provided at the time of proposal submission. All subcontract agreements must comply with DSLBD requirements. Please also include the following information in your response:

1. The nature of the joint venture or subcontractor agreement and the amount of work to be performed by each company. Please also state the specific tasks for which each company will be primarily responsible.

2. Identify the person who will have primary responsibility for overall or primary coordination with Agency staff.

3. The fee-sharing agreement between the companies.

The Agency encourages established companies or individuals to joint venture with minority and women owned companies. However, the submission of a joint venture proposal does not in any way prohibit the Agency from selecting one or more companies based on each company’s demonstrated expertise, cost-efficiencies and needs of the Agency.

In the case of a pre-established relationship, each company must be qualified to perform its work with the highest level of skill and diligence required to fulfill responsibilities owed to the Agency.

V. SELECTION CRITERIA

The Agency will review each proposal to determine which, if any, is most advantageous to the Agency’s needs. Companies will be evaluated on experience to provide the requested services listed in the Scope of Services and the cost to the Agency.
**Method of Evaluation**

An evaluation system will be utilized to review the proposals, using among others, items 1 through 5 on the Evaluation Criteria following. In evaluating proposals, the Agency places a high value on the following factors, not necessarily in any order of importance. Please note that price will not be the only factor in this selection process.

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<th>Evaluation Criteria</th>
<th>Points</th>
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| **FACTOR 1**  
Cost to the Agency  
Price evaluation shall be based upon best value. | 35 |
| **FACTOR 2**  
Qualification and Experience  
Experience in providing the requested services listed in the Scope of Services. | 30 |
| **FACTOR 3**  
Performance  
Past performance with similar contracts. | 15 |
| **FACTOR 4**  
Approach and Timeline  
Approach and timeline for completing the requested services. | 20 |
| **FACTOR 5**  
DC Department of Small & Local Business Development  
Only a maximum of 12 points will be awarded to a business that is certified in any of the following categories: (a) Local Business Enterprise (LBE); (b) Small Business Enterprise (SBE); (c) Disadvantaged Business Enterprise (DBE); (d) Resident Owned Business (ROB); (e) Development Zone Enterprise (DZE); (f) Longtime Resident Business (LRB); (g) Veteran Owned Business (VOB); and (h) Local Manufacturing Business Enterprise (LME). | **100** |

**TOTAL POINTS**
VI. ADDITIONAL PROVISIONS

1. The Agency reserves the right: (i) to amend or modify this RFP; (ii) to revise any requirement(s) of this RFP; (iii) to require supplemental statements or information from any responding party; (iv) to accept or reject any or all proposals; (v) to extend the deadline for submission of responses; (vi) to negotiate or hold discussions with any bidder; (vii) to correct deficiencies which do not completely conform to the instructions; (viii) to select one or more companies for all or part of the requested services; and (ix) to cancel, in whole or in part, this RFP, if the Agency deems it in its best interest to do so. The Agency may exercise the foregoing rights at any time without notice and without liability to any bidder or any other party for its expenses incurred in the preparation of proposals or otherwise. Proposals will be prepared at the sole cost and expense of the bidder.

2. This RFP does not commit the Agency to select a company, to pay the cost incurred in preparation of any proposal, or to procure or contract for the services described herein.

3. Nothing stated at any time by any representative of the Agency will effect a change in or constitute an addition to this RFP unless confirmed in writing by the Agency.

4. Companies submitting proposals must agree to keep confidential the information in their respective proposals and any information received from the Agency.

5. The final selection may be presented for approval by the Agency’s Board of Directors at a public meeting. Companies submitted for recommendation and/or approval pursuant to this RFP will be notified of the date and time of any such meeting.

6. The company(s) selected will be required to execute a contract prescribed by the Agency, and to abide by all relevant laws and policies of the Agency and the District of Columbia.

VII. TERM

The Agency expects to enter a contract with the winning bidder(s) for a period not to exceed one (1) year with three (3) one-year option year periods. Options years will be exercised at the sole discretion of the Agency and is subject to the availability of funds.

VIII. DEADLINE

The deadline for submission of proposals is Friday, September 11, 2020 at 4:00 p.m. ET. Proposals must be received via email at procurement@dchfa.org on or before the deadline.
IX. PROPOSAL SUBMISSION

Please submit one (1) electronic PDF file of the proposal via email to procurement@dchfa.org.

The subject line of the email and the outside packaging of the Flash Drive submission must include “Response to Snow/Ice Removal & Pretreatment Services RFP: Your Agency Name”

X. QUESTIONS ABOUT THIS RFP

Companies may submit questions related to this RFP in writing or by e-mail no later than noon on Friday, August 28, 2020. All questions shall be sent to Keami Estep, Sr. Manager, Procurement & Corporate Resources at procurement@dchfa.org. No oral proposals or oral modifications of proposals will be considered.