



**United Planning Organization**

# **REQUEST FOR QUALIFICATIONS**

**RFQ # 0036**

**GENERAL BUILDING MAINTENANCE  
CONTRACTORS**

**Request for Qualification (RFQ)**

**Cover Page**

<b>Solicitation Issue Date: Friday, May 3, 2024</b>	
<b>Solicitation Closing Date: Open &amp; Continuous</b> (Early submission of proposals are encouraged)	<b>Solicitation Closing Time: N/A</b>
<b>Issued By: United Planning Organization (UPO)</b>	
<b>Address: 301 Rhode Island Ave, NW, Washington, DC 20001</b>	
<b>Telephone Number: 202-238-4600</b>	
UPO is a non-profit agency in the District of Columbia founded in 1962 and exempt from any state, local or federal tax.	
<b>Electronic responses:</b> Please submit your proposal to <a href="mailto:procurement@upo.org">procurement@upo.org</a> referencing “Request for Qualifications: General Building Maintenance Contractors – RFQ #0036”	
For <b>questions/information</b> , please e-mail Rizwanul Haque, Procurement Officer at <a href="mailto:rhaque@upo.org">rhaque@upo.org</a> Your e-mail will be answered within three (3) business days and will be posted on the UPO website.	
Small, Minority or Women-owned enterprises are encouraged to respond to this solicitation.	
UPO reserves the right to waive informalities or irregularities, to reject any or all proposals received, to accept the proposal deemed best for the organization, and/or request new proposals, if necessary.	
Any objection to the above conditions must be clearly indicated in the proposal.	
In compliance with this RFQ and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.	
<b>VENDOR IDENTIFICATION</b>	
<b>Business Name:</b>	
<b>Doing Business As:</b>	
<b>Tax ID Number:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>E-mail Address:</b>	
<b>Signature</b>	<b>Date</b>

# Table of Contents

I.	PURPOSE OF SOLICITATION .....	2
II.	CONTRACT PERIOD .....	2
III.	BACKGROUND: UNITED PLANNING ORGANIZATION .....	2
IV.	UPO LOCATIONS.....	3
V.	SCOPE OF WORK.....	3
VI.	PAYMENT AND COMPENSATION .....	5
VII.	LICENSES AND CERTIFICATIONS.....	6
VIII.	REQUIRED DOCUMENTATION .....	6
IX.	EVALUATION CRITERIA .....	6
X.	QUALIFICATION NOTIFICATION .....	7
XI.	GENERAL TERMS AND CONDITIONS .....	7
XII.	APPENDICES.....	11

Appendix - A: Vendor Identification Form

Appendix - B: ACH Form

## **I. PURPOSE OF SOLICITATION**

The United Planning Organization (UPO) is seeking proposals from qualified, licensed and experienced contractors/organizations to perform various general and building maintenance work for UPO as and when needed.

In response to this RFQ, proposals are sought in accordance with terms and conditions set forth in this document, and any other terms and conditions in any contract subsequently awarded. Proposals from firms and contractors shall be reviewed, evaluated and determined qualified if expertise included in the proposals demonstrate strong competence and experience, specifically in one or more of the domains of expertise sought in this RFQ. Qualification of vendors or contractors that respond to this solicitation will be made following UPO's review of each response in consideration of the factors identified in this RFQ and any other factors that UPO considers relevant to serving the best interests of UPO.

## **II. CONTRACT PERIOD**

The term of any contract resulting from this RFQ shall be for a period not exceeding twelve (12) months. The contract may be renewed for an additional four (4) option years or fractions thereof, depending on satisfactory performance evaluation and availability of funds.

## **III. BACKGROUND: UNITED PLANNING ORGANIZATION**

UPO is a 501(c)(3) private non-profit corporation and the designated Community Action Agency for the District of Columbia (DC). UPO specializes providing economic security support services and human services to DC residents who have low income, and also supports, and advocates to empower them to achieve economic security.

UPO promotes economic security by bringing innovative ideas to the problem of poverty throughout the city. UPO is governed by a board of 21 members, serves 50,000 customers annually, works with hundreds of partners and volunteers, and mobilizes a staff of 400 to operate a wide array of supportive and instructional services including:

- a. Early Head Start and other childcare programs that make measurable differences in the education of our youngest and their families.
- b. Job placement and career development services
- c. Job and vocational training via the Workforce Institute
- d. Comprehensive youth services with scholarships for DC residents
- e. Homeless transportation services
- f. Training programs designed to prepare participants for skilled employment.
- g. Substance abuse treatment programs to treat and overcome addictions.
- h. Tax preparation and e-filing community-based tax preparation services

- i. Housing counseling services that help alleviate predatory lending, avoid foreclosures, and prepare customers for home ownership.
- j. Affordable housing partnerships, permanent supportive housing, and resident services.

#### IV. UPO LOCATIONS

The Contractor is required to visit the specified UPO location to determine an accurate assessment of the related work to be performed and costs associated with it. Specified UPO owned or leased properties include but are not limited to:

- UPO Headquarters: 301 Rhode Island Avenue, NW, DC 20001
- UPO Community Service Centers: Anacostia-1649 Good Hope Road, SE, DC 20020; Anacostia Townhouse-adjacent to Anacostia Service Center; Petey Greene-2907 Martin Luther King, Jr. Avenue, SE, DC 20020
- Building Careers Academy (BCA): 915 Girard Street, NE, DC 20017
- Rental Properties: 4945 Sheriff Road, NE, DC 20019; 4939 Sheriff Road, NE, DC 20019; and 1642 Montello Avenue, NE, DC 20019
- Citywide UPO Early Learning Centers (as specified)

#### V. SCOPE OF WORK

##### 1. Electrical Contractor

The Contractor shall be equipped to perform the following on “as needed” basis:

- Inspect electrical components, including circuit breakers to determine the cause of the electrical problem.
- Repair or replace wirings, equipment, and fixtures.
- Perform general electrical maintenance.
- Remove and install new electrical outlets.
- Move electrical outlet and switches as requested. Troubleshoot electrical problem(s) and make repair(s) accordingly.
- Identify, assess, and restore full and partial power outages as possible.
- Upgrade lights to LED, upon request.
- Identify and assess potential hazards or malfunctions and repair the problem(s).
- Install safety and distribution components, (e.g., switches, circuit breakers, etc.).
- Maintain a neat, and organized repair/work environment for the safety of employees and customers.

## **2. General Construction Contractor**

The Contractor shall be equipped to perform the following construction work:

- Drywall
- Painting
- Install door and door frames, with lock(s).
- Install, re-install, and repair of cabinets, countertops, windows, lighting frames, floors, masonry, ground paving, gates, and fences.
- Repair of foundations.
- Maintain a neat, and organized repair/work environment for the safety of employees and customers.

## **3. HVAC Contractor**

The Contractor shall be equipped to perform the following on an as needed basis:

- Perform routine maintenance tasks to ensure the efficient and safe operation of the HVAC system.
- Properly troubleshoot and diagnosis system malfunctions and repair the HVAC system.
- Recharge refrigerant level, check for leaks, and ensure the refrigerant cycle is functioning properly in air condition and refrigeration.
- Perform energy-efficiency upgrades and install smart thermostat or sealing ducks.
- Replace, install, and adjust thermostat as requested.
- Perform standard maintenance duties to increase system efficiencies e.g., change filters, clean ducks.
- Test electrical circuits, carbon monoxide monitoring, and smoke detectors to ensure all safety precautions are taken.
- Test tubes and pipes for leaks and repair faulty findings.
- Troubleshoot any HVAC problems pertaining to temperature controls, humidity controls and air flow.
- Mount new HVAC equipment onto walls and roof.
- Install or repair temperature tracer summit to control air flow and dictate any malfunction in the system.
- Maintain a neat, and organized repair/work environment for the safety of employees and customers.

## **4. Landscaping Contractor**

The Contractor shall be equipped to perform the following on as needed basis:

- Grass cutting, remove debris as appropriate.
- Trim trees, remove debris as appropriate.
- Plant, mulch, and/or replant flowers, shrubbery, trees, etc., remove debris as appropriate.
- Maintain a neat, and organized repair/work environment for the safety employees and customers.

## **5. Locksmith Contractor**

The Contractor shall be equipped to perform the following on an as needed basis:

- Install, repair, and reload cylinders, padlocks, deadbolts, etc. for diverse types of building locks, including cylindrical, units and panic door.
- Replace door closures.
- Replace or re-key locks on desks, file cabinets, safes, doors etc.
- Cut new or replacement keys.
- Pick locks for which keys have been lost or broken and make repair of said lock.
- Design and install key system for entire building or combine and integrate building wide keying system.
- Follow the guidelines on master key duplications.
- Maintain a neat, and organized repair/work environment for the safety employees and customers.

## **6. Plumbing Contractors**

The Contractor shall be equipped to perform the following on an as needed basis:

- Correct backups in toilets and sinks.
- Install or replace sprinkler or water pipes.
- Replace or fix water flow meters.
- Replace or fix water heaters.
- Locate and fix hidden water leakages.
- Clean storm drainage.
- Open and clean roof drainage.
- Installation of new toilet.
- Maintain a neat, and organized repair/work environment for the safety employees and customers.

## **VI. PAYMENT & COMPENSATION**

The Contractor shall submit a cost estimate for services performed, as requested by UPO.

The Contractor shall supply all the necessary building maintenance materials (total amount included in cost estimate) needed to complete the work as requested by direct request of UPO or as dictated through a bid or proposal process. The contractual work is expected to be completed no later than the times and dates agreed upon by the Contractor and UPO.

The Contractor shall submit an invoice for all services.

As determined, the Contractor shall be paid an initial deposit not to exceed 25 percent of the total cost (or bid amount) and the remaining balance will be paid after the conclusion and satisfactory re-inspection of the work performed. The Contractor shall present initial and final invoices to UPO.

Payment is made through UPO's ACH direct deposit system. The Contractor will be required to use the payment method specified by UPO.

Payment Term: N/30—from the date the invoice is received by UPO Accounts Payable.

## **VII. LICENSES/CERTIFICATIONS**

Any and all permits, certifications, accreditation, licenses, etc. required for the contractor to conduct its business lawfully in compliance with all federal and local laws, ordinances and regulations that affect in any manner contractor's fulfillment of the contract.

UPO reserves the right to request a current copy (within 90 days of closing date of RFQ) of any of the above-mentioned credentials; request clarification in their regard; and may reject any proposal for non-receipt of documentation.

## **VIII. REQUIRED DOCUMENTATION**

Following documents need to be submitted along with the proposal:

1. Letter of Transmittal signed by an authorized representative of the contractor.
2. Table of Contents which cross-references the RFQ requirements.
3. Completed, signed, and dated RFQ Cover Page.
4. Completed, signed, and dated Vendor Identification Form (included as Appendix-A).
5. Copy of current business license.
6. Copy of current Certificate of Liability Insurance.
7. Completed and signed ACH Form (for bank transfers)
8. W-9 Form
9. Copy of any and all permits, licenses, certifications, accreditations, etc. required for the contractor to conduct its business lawfully, in compliance with all federal and local laws, ordinances, and regulations that affect in any manner contractor's ability to perform services.
10. List of at least three comparable work/client references to include organization, name, brief description of services provided, and contact person's name, telephone number, and email address.
11. A written narrative statement - to include: (a) Experience and capacity, including number of years in the business, in providing the services sought in the RFQ; (b) Name of partners, if any; (c) A description that the proposer understands UPO's requirements; and (d) A detailed proposal identifying the RFQ requirements.
12. A statement, pamphlet, brochure, or catalog, listing contractor services and estimated pricing/costs associated with them.

## **IX. EVALUATION CRITERIA**

All received proposals will be evaluated on the following criteria:

- a. Adherence to RFQ: The proposer adheres to the instructions in this RFQ on preparing and submitting the proposal.



- b. Qualifications and experience: The proposer's experience and performance on comparable engagements.
- c. Submission of required documents.

## **X. QUALIFICATION NOTIFICATION**

Proposers that stand qualified and score the highest points will be recommended to UPO's Director of Facilities Division for inclusion in the pool of qualified contractors. The selected contractors will be notified via email and may be asked for additional information/documents before executing a contract.

## **XI. GENERAL TERMS AND CONDITIONS**

1. Additions and/or Deletions of Service: UPO reserves the right to add and/or delete goods or services to any contract entered into with the contractor. Should a requirement be deleted, payment to the contractor shall be reduced proportionally to the amount of service reduced in accordance with the bid price. Should additional services be required from the contract, prices for such additions will be negotiated between the contractor and UPO.
2. Termination of Contract: Any contract entered into between UPO and a proposer may be terminated, in whole or in part, by UPO at its convenience if it determines termination is in its best interest. UPO shall terminate the agreement by delivering a Notice of Termination specifying the extent of the termination and the effective date.
3. Cancellation of Contract: Any contract entered into between UPO and a proposer that is canceled by either party shall in no way relieve the proposer/contractor of its responsibility to complete any and all work in progress at the time of the notice and for which payment has been received by the contractor.
4. Licenses: By submitting a proposal, proposer certifies that it has procured, and shall maintain in full force, all permits and licenses required to conduct its business lawfully and that it shall remain informed of and in compliance with all federal and local laws, ordinances and regulations that affect in any manner contractor's fulfillment of the contract.
5. Anti-Kickback Provision: Any contract entered into between UPO and a proposer is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to any binding agreement, the transacting parties (1) certify that they have not paid kickbacks directly or indirectly to any employee of UPO for the purpose of obtaining this or any other agreement, purchase order or contract from UPO and (2) agree to cooperate fully with any Federal Agency investigating a possible violation of the Act.
6. Non-Collusion/Fraud: By submitting a proposal, proposer warrants and certifies that neither the proposer nor its employees or associates has contacted any unauthorized UPO employee, officer or elected official regarding the contents of this solicitation or the solicitation process. Proposer further warrants and certifies that neither proposer nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in response to this solicitation. If at any time it shall be found that proposer or its employees or associates has, in the presenting of its proposal, colluded with any other party or parties for the purpose of preventing or restricting free competitive bidding, its proposal shall be immediately rejected. Any contract awarded prior to

the UPO's discovery of proposer's collusion shall be terminated and proposer shall be liable for all of its damages sustained by the UPO as a result of proposer's collusion.

7. **Equal Opportunity:** The proposer agrees not to discriminate against any employee or applicant for employment on account of any services, or activities made possible by or resulting from this RFQ on the grounds of actual or perceived sex, race, color, religion, national origin, age, marital status, disability, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of residence or business, veteran status or any other characteristic protected under federal or District law. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by UPO which may result in ineligibility for further UPO contracts. The proposer shall at all times in the proposal and contract process comply with all applicable UPO, DC, and federal anti-discrimination laws, rules, regulations and requirements thereof.
8. **Right to Audit:** UPO shall have the right to audit all invoices submitted by the contractor. The organization shall have the right to audit all relevant data upon which the contractor's fees are based.
9. **Informal Communications:** From the date of receipt of this solicitation by each proposer until a binding contractual agreement exists with the selected contractor and all other proposers have been notified, or when UPO rejects all proposals, informal communications regarding this procurement shall cease. There shall be no requests from proposers to any Office or Department at UPO with the exception of Procurement for information, comments, etc., and they shall be emailed.
10. **Formal Communications:** From the date of receipt of this RFQ by each proposer, until a binding contractual agreement exists with the selected contractor, and all other proposers have been notified, or when UPO rejects all proposals, all communications between UPO and the proposers will be formal emails.
11. **Costs Incurred:** Any costs incurred by proposers in preparing or submitting a proposal or subsequent oral presentation/demonstration shall be the proposer's sole responsibility.
12. **Minority/Women-Owned Business Enterprises:** Pursuant to Federal Acquisition Regulations and UPO's procurement policy, UPO may offer contracting opportunities to small and minority firms, women's business enterprises and labor surplus area firms to the extent possible.
13. **Federal, State and Local Taxes:** UPO is exempt from State and federal taxes. Such taxes shall not be included in quoted prices, but if any taxes are known by the contractor to apply, they shall be shown separately. If not so shown, they shall be considered an expense of the proposer and deemed a part of the quoted prices.
14. **Payment Terms:** Preferred invoice payment terms will be net 30 days from the date invoice is received by UPO Accounts Payable. In the event there is a discrepancy between the order and the invoice, payment terms shall be effective starting on the date the discrepancy is resolved. Monies due or to become due to the contractor under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor. At any time or times before final payment and three year thereafter, UPO may have the contractor's invoices or vouchers and statement of cost audited.
15. **Indemnification:** Any contract entered into between UPO and a proposer shall contain the following indemnification clause, altered at the sole discretion of UPO: "Contractor shall indemnify, protect, defend and hold harmless UPO, its directors, officers, employees, and

representatives from and against any and all claims arising from or connected with: (1) any alleged or actual breach by the contractor or (2) any act or omission by the contractor and only to the extent such claim arises by negligence or intentional misconduct or as may be allowed under applicable law. Monies due or to become due to the contractor under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor.”

16. Insurance: Any proposer entering into a binding agreement with UPO shall, at all times, at its own expense, obtain and carry comprehensive liability insurance including errors and omissions coverage, property damage insurance and workers’ compensation insurance in adequate amounts. Contractors shall keep such insurance in force for the duration and term of this agreement. All certificates of insurance or evidence of insurance must contain a thirty (30) day written notice of any cancellation, change, or termination of coverage. The insurance required shall be obtained from insurance company(ies) licensed to do business in the District of Columbia and shall be kept in force for 90 days after the last payment under the contract.
- Workers’ Compensation Insurance providing statutory limits for the District of Columbia.
  - Business Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence.
  - Commercial General Liability Insurance coverage with a minimum of \$1,000,000 per occurrence / \$2,000,000 aggregate limit.

The contractors shall provide immediate notice in the event there is any change of insurance or that it has reached the insurance limits due to claims made.

17. RFQ Addendum: In the event that it becomes necessary to revise this RFQ, in whole or in part, an addendum will be posted on the UPO website: <http://www.upo.org/work-with-us/#RFQ>
18. Completed Proposals: A proposer may submit no more than one (1) proposal in response to this RFQ. The proposal shall be completed and signed by an individual who is authorized to bind the firm submitting the proposal.
19. Contract Award Notification: When the evaluation process of the proposals is completed; the selected proposer will be formally notified by mail or email. Other notifications will not be honored and should not be considered as a valid offer of award. The award is not, and should not be construed as, the formation of a contract, nor does it guarantee UPO will enter a contract with the awarded proposer. A formal contract will be generated and supplied by UPO, at its sole discretion, after the award notification is delivered.
20. Certifications: Any agreement resulting from this RFQ shall be subject to but not limited to the following certifications:
- Certification of Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Low Tier Covered Transactions under 45 CFR Part 76.
  - Certification Regarding Lobbying under Title 31, US Code, Section 1352.
  - Certification Regarding Drug-Free Workplace under 28 CFR Part 83.
  - Certification Regarding Environmental Tobacco Smoke.
  - Certification of Clean Hands from DC Office of Tax and Revenue (or applicable State authority).

21. By submitting a proposal, the proposer represents that:
  - a. The proposer has read and understands the RFQ and submits the response in accordance therewith.
  - b. The proposer possesses the capabilities, equipment, and personnel necessary to provide an efficient and successful service.
  - c. The proposer has all the required licenses and insurance.
22. No claim will be allowed for additional compensation or time for completion based on a lack of knowledge or lack of understanding of any part of the RFQ.

# APPENDICES



**Appendix-A: VENDOR IDENTIFICATION** (must be completed and returned with proposal)

<b>Company Name:</b>			
<b>Doing Business As (DBA):</b>			
<b>Company Federal ID:</b>			
<b>Address:</b>			
<b>Remit To Address:</b>			
<b>Telephone:</b>			
<b>Fax:</b>			
<b>Email:</b>			
<b>Web address:</b>			
<b>Main Contact:</b>			
<b>Person responsible for response (if different):</b>			
<b>Print Name</b>	<b>Title</b>	<b>Authorized Signature</b>	<b>Date</b>

**Appendix - B: ACH FORM**

1. Please Check One:		
NEW Direct Deposit	CHANGE Direct Deposit	CANCEL Direct Deposit

2. Vendor/Payee Information
<b>Name:</b>
<b>Address:</b>
<b>Contact Person's Name (if other than payee):</b>
<b>Telephone Number:</b>
<b>Email Address:</b>

3. Financial Institution Information
<b>Bank Name:</b>
<b>Bank Address:</b>
<b>Name on Bank Account:</b>
<b>Bank Account Number:</b>
<b>Nine-Digit Bank Routing/Transit Number (ABA):</b>
<b>Type of Account:</b> <b>Checking</b> <b>Savings</b>

<p><b>4. Approvals/Authorizations</b> - I certify that the information provided on this form is correct, and I hereby authorize United Planning Organization Office of Accounts Payable to electronically deposit payments to the bank account designated above. It is my responsibility to notify UPO Finance Dept for issues with payment received or deposited, and any changes to bank account information at <a href="mailto:payments@upo.org">payments@upo.org</a> or (202) 238-4799. I understand that this authorization will remain in full force and effect until UPO Finance Dept received a written notification requesting a change or cancellation and has had reasonable opportunity to act on it, which should take no longer than seven (7) to ten (10) business days.</p>	
Print Name: _____	Signature: _____
Date: _____	:f