

**DISTRICT OF COLUMBIA COURTS  
REQUEST FOR PROPOSAL  
TASK ORDER - 01**

**ISSUED BY:** DISTRICT OF COLUMBIA COURTS  
ADMINISTRATIVE SERVICES DIVISION  
PROCUREMENT AND CONTRACTS BRANCH  
616 H STREET, N.W., ROOM 612  
WASHINGTON, D.C. 20001

**DATE ISSUED:** 7/24/20

**CLOSING DATE:** 8/20/20

**IDIQ NAME/NUMBER:** Furniture & Labor Services IDIQ Services Contract / DCSC-20-RFP-21 TO-01  
**CPFMD REFERENCE NUMBER:** 0012-01-350-5

**TRFP Title:** 2041 MLK Jr Ave - Domestic Violence Satellite Office Furniture  
**MARKET TYPE:** GSA

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a. This TRFP response shall be submitted along with the Furniture & Labor Services IDIQ RFP request							
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**REQUEST FOR PROPOSAL (To be completed by the District of Columbia Courts)**

DISTRICT OF COLUMBIA COURTS

\_\_\_\_\_  
CONTRACTING OFFICER

DATE

All written communications regarding this task order should be addressed to the Contracting Officer and should be directed by e-mail to Kiana Green, Contract Specialist at [kiana.green@dcsc.gov](mailto:kiana.green@dcsc.gov).

## SECTION B – SUPPLIES OR SERVICES AND PRICE/COST

- B.1 PROCUREMENT OBJECTIVE:** The District of Columbia Courts (the Courts) are seeking Furniture Procurement and Labor Services to support the Capital Projects and Facilities Management Division (CPFMD) execute the furnishing of the Domestic Violence Satellite Office located at 2041 Martin Luther King Jr. Ave. SE, Suite 400, Washington, DC 20020.
- B.1.2 Qualified Offerors shall be a GSA approved contract holder for ***both*** contract vehicles listed below:
- ***GSA Schedule 71 II K:*** Comprehensive Furniture Management Services (CFMS)
  - ***GSA MAS 71:*** Packaged Furniture Program
- B.2 SERVICES:** The Courts contemplates a **Firm-Fixed-Price** award resulting from this Task Order request for proposal. For the consideration set forth below, the Contractor shall provide all requirements as described in Section C.
- B.3 DUE DATE: Final design and associated document(s) in response to this Task Order are required to be submitted along with the Furniture and Labor Services IDIQ RFP, on August 20,2020.
- B.4 PRICING:** For the purpose of negotiating and awarding this Task Order; Offeror shall provide pricing per the Section C – Statement of Work in accordance with the execution of Attachment J.27 Domestic Violence Satellite Office Phases A&B Furniture Solicitation Package for the furniture and furnishings required per the floor plan included therein.
- B.4.1 Pricing Options: The Courts is considering procuring the furniture and furnishings required for TO-01 under two options:
- **Separate Phases:** Phase A would be procured immediately upon award to meet the dates shown in section C.3.1. Phase B would be held for a future date most likely for installation in early 2021.
  - **Combined Phases:** Both Phases A & B would be procured, delivered, and installed at the same time, as a single project to meet the dates shown in section C. 3.1. Combining Phases A & B is expected to reflect a cost benefit to the Courts to execute the phases as the same time.
- B.4.2 Product Substitutions: The ‘basis of design’ product selections are detailed in Attachment J.27 Domestic Violence Satellite Office Phases A&B Furniture Solicitation Package.

B.4.2.1 Offerors are to provide a price for those products which are easily obtained as an ‘open line’ manufacturer or product. For any proprietary products, including the office and workstation typicals, the Courts strongly encourages offerors to provide a substitution, provided that the selection meets or exceeds the technical requirements of the basis of design selection.

B.4.2.2 Offerors may choose to provide an alternative or substitution for any and all products listed in Attachment J.27. Refer to Domestic Violence Satellite Office Pricing Sheet, Attachment J.28 for instructions on how to represent pricing for substitutions.

## SECTION C – STATEMENT OF WORK

**C.1 PURPOSE:** District of Columbia Courts (DCC) is requesting a proposal from IDIQ Offerors to provide furniture, design, and installation services to complete the furniture fit-out of the DCC 2041 MLK Jr. Ave. Domestic Violence Satellite office.

**C.2 BACKGROUND:** The landlord for the 2041 MLK Jr. Ave. facility has completed the built-out for the majority of the infrastructure (walls/ceiling/electrical/conduits & pathways only for low voltage/AV) as a part of the negotiated Tenant Improvement Allowance. DCC will obtain the space on August 1, 2020 in order to further the fit-out to meet the DCC occupant needs. DCC work to include pulling AV and low voltage wiring for DCC security, signage, furniture, and installing furniture. DCC provided the landlord's architect the furniture layouts based on DCC design standards for the placement of power receptacles and wiring conduit.

**C.3 REQUIRED SERVICES:** Offeror to provide furniture and furnishings as detailed in the Domestic Violence Satellite Office Phase A&B Furniture Solicitation Package, Attachment J.27, that consists of Typicals E and H and related seating and storage. The pricing shall include a fixed not-to-exceed fee for all design, project management and labor services necessary for to support executing the furniture and furnishings package as detailed in Attachment J.27.

C.3.1 Project Timeline – Furniture is on the critical path for owner occupancy at end of November 2020. Ability to meet the dates listed below are critical.

- Furniture Procurement: 9/8/20 – 11/16/20
- Furniture Installation: 11/17/20 – 11/23/20

C.3.2 Offeror is required to identify, as part of their formal Task Order response, any product(s) that will not be able to be procured, delivered, and installed in accordance with these dates.

**C.4 PROFESSIONAL RESPONSIBILITIES:** Services provided by offeror under any TO shall be reasonably accurate and free from material errors or omissions. Offeror shall

promptly correct any known or discovered error, omission, or other defect in the reports or other services provided by offeror without any additional cost or expense to the DCC.

**C.5 TASK REQUIREMENTS:**

1. The Offeror shall be responsible for all labor, supplies, tools, equipment, transportation, debris removal, building protection along delivery route and within installation areas to carry out all tasks required to provide the Courts with a complete and furnished office environment.
2. The Offeror shall review and understand all existing documentation contained in:
  - MLK Jr. Blvd – Domestic Violence Satellite Office Phase A&B Furniture Solicitation Package - Attachment J.27
  - MLK Jr. Ave. – Domestic Violence Satellite Office CAD Background - Attachment J.30
  - Domestic Violence Satellite Office Interior Alteration Set - Attachment J.29
3. The Offeror shall provide complete, final drawings for sign-off and approval prior to coordinating furniture procurement actions. Drawings shall include DCC furniture tags and a summary product schedule identifying product, location, and quantities. Not less than two (2) draft furniture coordination plans shall be provided for review in order to reach final plan and signoff. The first plan shall include actual furniture proposed to ensure all furniture may be accommodated in the programmed spaces. The second draft plan shall include all DCC furniture tags and summary schedule for review and comment. The final plan is anticipated to be a record version capturing all outstanding comments.
4. The Offeror shall provide hard copy finish samples for review, approval and record to the design team with a comprehensive and professional presentation showing both dimensioned plan views and specific finish applied color rendered isometric views, submitted for record at the time final approval is required by the PgM.
5. Should product or material finish selections change after final approval the Offeror shall provide replacement suggestions for each element impacted as well as a final finish board (hard finish samples along with an electronic color copy) when submitting final as-built documentation at end of each TO.
6. Upon award, contractor will be required to immediately conduct a field investigation of the existing / newly finished built-out spaces to verify all dimensions and gain a solid understanding of the area(s) and location of all existing power, data, and other fixed elements. Furniture may need to be adjusted, modified to accommodate fixed as-built conditions for power and data connections and or easy access in or around furniture and furnishings.
7. The Offeror shall provide all installation drawings from each manufacturer/vendor and or sub-vendor to the PgM for review and approval prior to installing any furnishings.
8. The Offeror shall plan to attend all scheduled progress meetings, typically bi-weekly. The Offeror shall ensure key furniture acquisition schedule milestones for the TO are coordinated and articulated with the PgM prior to each bi-weekly meeting.
9. The Offeror shall submit a punch list summary within five (5) business calendar days

- of furniture installation substantial completion. The Offeror shall coordinate the final punch list walk-through with the project design team and PgM.
10. The Offeror shall provide final as-built furniture drawings and updated CAD files within fifteen (15) calendar days after final walk-through and Court's COTR and CO acceptance.
  11. The Offeror shall ensure all labor provided under this scope of work at a Courts facility shall wear approved Personal Protective Equipment (PPE) and have completed the required safety briefing. The general contractor will provide the safety briefing and detail the PPE requirements for the site, such as: hard hat, yellow/reflective vest, safety glasses, and hard-toe shoes, face mask/shield, gloves, or other items yet to be determined.
  12. The Offeror must submit a completed a Certificate of Insurance (COI) for the associated facility prior to start of any labor activities to include delivery and installation. Proof of insurance must be submitted to the Contracting Officer and or COTR.
  13. The Offeror is responsible for providing and installing landscaping, flooring, wall, and elevator protection for each delivery. The protection material plan shall be reviewed with the PgM and coordinated with other Courts vendors as necessary one (1) week prior to the delivery. All protections materials will need to be removed at the end of the delivery each day/event.
  14. The Offeror shall remove all debris from the site each day, which shall include but not be limited to boxes, trash, wrappings, and debris. The Offeror is responsible for any damage caused by their personnel and daily reports should include and damage with photo documentation to support claim.
  15. Standard allowable construction daytime hours are 6am to 9pm. Loud work must be done before 8:30am which includes any hammering, hammer drilling, sawing, grinding or other intrusive noises.
  16. Saturday work and use of loading dock for loading in and out is permitted. Notification must be sent not less than (3) three days ahead of time to property manager to arrange for access on Saturdays.
  17. Saturday hours are 8am to 2pm with the building closed on Sundays.
  18. Deliveries should be confined to occur between 6am and 9am on weekdays or on a Saturday and must use freight elevator.
  19. Access to the freight elevator is managed by the on-site property management team. The freight elevator key must be borrowed from the security guard to program the freight elevator to go down to the loading dock. Property Management is onsite every day from 6:00 AM until 6:00 PM Monday through Friday.
  20. Freight elevator size 2041 MLK Jr. Ave. facility: 5'-1" deep x 7'-4" wide x 7'-5" high.
  21. Facility parking: There are no limitations on street parking and there is a loading driveway in front of the building. Trucks may not use the fire lane for loading and unloading.

**SECTIONS D & E – Refer to Furniture & Labor Services IDIQ RFP**

## SECTION F – DELIVERIES AND PERFORMANCE

- F.1 DELIVERABLES:** All Deliverables shall be in a form and manner acceptable to the Courts. The Offeror shall provide to the COTR the deliverables specified below within the designated time frame(s) for each TO:
- Furniture Acquisition Milestone Date Schedule (client approval and manufacturer order entry dates) – **due as part of the TO #1 bid response**
  - Floor furniture specific and tagged AutoCAD based drawings - due within 20 days of Notice To Proceed (NTP).
  - Bill of Materials by floor with each line item tagged to match floor plan and or presentation typical drawings – due no less than 20 days prior to order entry date.

## SECTIONS G, H & I – Refer to Furniture & Labor Services IDIQ RFP

## SECTION J – LIST OF ATTACHMENTS

The attachments listed below are considered directly relevant to responding to TO #1 - 2041 MLK Jr. Ave. Domestic Violence Satellite Office:

Attachment Number	Document Name
<b>J.26</b>	Task Order 01 – Domestic Violence Satellite Office
<b>J.27</b>	Domestic Violence Satellite Office Phases A&B Furniture Solicitation Package
<b>J.28</b>	Furniture Procurement & Labor Services Pricing Sheet
<b>J.29</b>	Domestic Violence Satellite Office Interior Alteration Set
<b>J.30</b>	Domestic Violence Satellite Office AutoCAD Background

## SECTION K – Refer to Furniture & Labor Services IDIQ RFP

## SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

- L.1 METHOD OF AWARD:** The DCC intends to evaluate proposals based on the instructions in Section L and evaluation criterion listed in Section M.
- L.2 PROPOSAL INFORMATION AND FORMAT:** Proposals shall be prepared simply and economically, providing a straightforward, concise delineation of offeror's capabilities to satisfy the requirements of this RFP. Fancy bindings and colored displays or promotional material are not desired or preferred, but pages must be numbered.

- L.2.1 The proposal for TO-01 shall be prepared in two volumes. These shall be submitted in loose-leaf, three-ring notebooks for each copy of Volume I – Technical Proposal, and for each copy of Volume II - Price Proposal (refer to clause L.22 of the Furniture & Labor Services IDIQ RFP).
- L.2.2 Volume I – Technical Proposal shall be comprised of the following documents:
- Technical Specifications
  - Furniture Acquisition Milestone Date Schedule as referenced in Section F.1.
  - Scope Clarifications and Exclusions
- L.2.3 Volume II – Price Proposal shall be comprised of the following documents:
- Price Information: a completed Attachment J.28 Domestic Violence Satellite Center – Pricing Sheet
  - Scope Clarifications and Exclusions

## **SECTION M - EVALUATION FACTORS**

**M.1 BASIS OF AWARD:** The Courts will select the offer that represents **BEST VALUE**.

**M.2 EVALUATION FOR AWARD:** Please refer to Section M of the Furniture & Labor Services IDIQ RFP for details.

END OF TASK ORDER