



# DISTRICT OF COLUMBIA PUBLIC SCHOOLS

**OFFICE OF CONTRACTS AND ACQUISITIONS**  
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September 9, 2013

**SOLICITATION: IFB NO.: GAGA-2013-I-0047**  
**CAPTION: DCPS Swing Space Transportation Program.**  
**ISSUANCE DATE: Wednesday, August 28, 2013**  
**PRE-BID CONFERENCE: Wednesday, September 5, 2013.**  
**ACCEPTANCE/OPENING DATE: Friday, September 13, 2013.**

## **TO ALL PROSPECTIVE BIDDERS:**

Pursuant to Section L.1.3 – PRE-BID CONFERENCE of the solicitation, below are the official answers to the following 10 written questions which were submitted and received at OCA within the time stipulated in the solicitation:

### **Question No. 1:**

“Section B.4 states that all bidders must submit a notarized small business plan. Just wanted to make sure this does not apply to a CBE company according to Section H.9.1.3. Please confirm exemption from this requirement.”

### **Answer No. 1:**

CBE companies are exempted from the sub-contracting plan. The solicitation is in the CBE Sheltered Market.

### **Question No. 2:**

“Section B pricing tables are all followed by an "alternative price" to be considered in case of emergency. It is difficult to price a condition without supporting detail. Could you provide additional information about the nature of the emergency that can be used for pricing. Also is this number an annual price?”

### **Answer No. 2:**

Please follow the definition of emergency as indicated in Section C.3 of the solicitation. Given a Bidder’s imaginable emergency scenario in which the students must be relocated from one location or space to another, prospective Bidders are required to indicate a bottom total price to the District for the unusual or additional task or activity for which the DCPS will bear the costs, to be considered responsive to this solicitation. The alternate price will not be evaluated as part of the price evaluation for contract award.

**Question No. 3:**

“C.4.11 drivers must submit a copy of their successful defensive drivers training course to DCPS DOT. Not clear if this must be provided with bid or after contract award.”

**Answer No. 3:**

This is a post-award requirement.

**Question No. 4:**

“Section L.2.2 states that "each bidder shall return the complete solicitation as its bid". What does this mean? Do you want bidders to return the solicitation along with the technical and price proposal?”

**Answer No. 4:**

The section referenced should have been L.2.1 and not L.2.2. L.2.1 has been amended. See Amendment M0003 to the solicitation.

Bidders shall submit a signed original and three (3) copies of the Invitation For Bids (IFB). Bids shall include any written narratives in response to Section C - scope of services, to be typewritten in 12 point font size on 8.5” by 11’ bond paper. The District will not accept facsimile copy of a bid as an original bid. All items accepted by the District, all pages of the Invitation for Bids (IFB), all attachments and all documents containing the bidder’s offer shall constitute the formal contract. **Each bid shall be submitted in a sealed envelope conspicuously marked: Bid in Response to Solicitation No. GAGA-2013-I-0047: Swing Space Transportation Program.**

**Question No. 5:**

“Section L.14 Acknowledgement of Amendments provides 3 different methods to acknowledge amendments. Can a bidder simply state in its transmittal letter "we acknowledge receipt of all amendments" or will you need to reference to each publication?”

**Answer No. 5:**

The decision on which of the three options indicated in Section L.14 of the solicitation is entirely left to the Bidder as long as it complies with the requirement as set forth in the section.

**Question No. 6:**

“Will bidders need to provide illustrations of buses and registration forms to be responsive to this solicitation?”

**Answer No. 6**

To be responsive and responsible, the prospective Contractor shall submit with their bids in writing, the pictures of the buses and their respective legal registrations.

**Question No. 7:**

“Could you provide a list of the documents required at bid submission for clarity?”

**Answer N. 8:**

Please refer to Section L – Instructions, Conditions and Notices to Bidders and comply with all the requirements set forth. Attachments J.3, J.4, J.7, J.8 and J.10 must also be included in the bid package to be responsive.

**Question No. 9:**

The solicitation states answers will be posted for all attendees of the pre-bid conference. How will Q&A's be made available to bidders?

The official answers in response to the questions submitted and received by DCPS at the designated place and time will be sent to all prospective Bidders at the pre-Bid conference and those on the mailing list for this solicitation individually and on the DCPS website by Tuesday, September 10, 2013.

**Question 9:**

“Who was the incumbent from last year?”

The incumbent contractor last year was Capitol Entertainment Services, Inc.

**Question 10:**

“What was the award amount?”

**Answer 10:**

The award amount was \$841,930.00

The above official answers will also be posted on the DCPS/OCA website at [www.dcps.dc.gov](http://www.dcps.dc.gov).

Thank you for your continuing interest in serving the needs of the D.C. public Schools.

  
Glorious Bazemore  
Contracting Officer