



**DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH  
 CONTRACTS AND PROCUREMENT SERVICES  
 64 NEW YORK AVENUE, NE 2<sup>ND</sup> FLOOR WASHINGTON, DC 20002  
 TELEPHONE NUMBER: 202-671-3171; FAX NUMBER: 202-671-3395**

September 11, 2013

**INVITATION FOR BIDS (IFB)  
 FOR SECURITY ENHANCEMENTS AND UPGRADES  
 35 K STREET, NE WASHINGTON, DC 20002  
 RM-13-IFB-135-BY4-MA SOLICITATION AMENDMENT NUMBER FOUR (4)**

**TO PROSPECTIVE OFFERORS:**

**THE DEPARTMENT OF MENTAL HEALTH (DMH) INVITATION FOR BIDS (IFB) SOLICITATION RM-13-IFB-135-BY4-MA HAS BEEN AMENDED TO REFLECT THE FOLLOWING:**

Question No.	RFP Section	Question/Comment
1		SUBMISSION DEADLINE UPDATE
<b>DMH RESPONSE:</b> <b>SUBMISSION DEADLINE CHANGED FROM MONDAY, SEPTEMBER 16, 2013 AT 2:00 P.M. TO WEDNESDAY, SEPTEMBER 18, 2013 AT 2:00 P.M.</b>		

Question No.	RFP Section	Question/Comment
2		WILL INTERESTED PARTIES BE ABLE TO PERFORM A WALK-THROUGH OF THE 35 K STREET SITE IN ORDER TO ASSESS THE EXISTING CONDITIONS, INSTALLATION METHODS, ETC?
<b>DMH RESPONSE:</b> <b>There shall be a Second 2<sup>nd</sup> Walk through for Invitation for Bids for Security Enhancements and Upgrades that shall take place on Friday, September 13, 2013 from 12:00 P.M. – 1:00 P.M. at 35 K Street, NE Washington, DC 20002.</b>		

Question No.	RFP Section	Question/Comment
3	Section H.2.1	SCHEDULE H.2 CONTRACTOR LICENSE/CLEARANCES PAGE 34.
<b>DMH RESPONSE:</b> <b>Upon investigating this matter in further detail it has been determine that there is a standard requirement that any person engaged in the business of selling, leasing, renting, installing, inspecting, maintaining, servicing or repairing alarm systems or their components or receiving alarm signals from a subscriber and relaying information about the signals to the Metropolitan Police Department or DC Fire and Emergency Services Department for response to the scene must apply for and obtain a Security Alarm Dealer License as per the attached document.</b>		

Question No.	RFP Section	Question/Comment
4	H.9.3 & H.9.4	<b>IS PROCUREMENT SUBJECT TO FIRST SOURCE EMPLOYMENT AGREEMENT? PAGES 42 &amp; 43</b>
<p><b>DMH RESPONSE:</b>  <b>The Contractor shall submit to Department of Employment Services (DOES), No Later Than the 10<sup>th</sup> of each month following execution of the contract, a First Source Agreement Contract Compliance Report ("contract compliance report") to verify its compliance with the First Source Agreement for the preceding month. The Contract Compliance report for the contract shall include the:</b></p> <ol style="list-style-type: none"> <li><b>1. Number of employees needed;</b></li> <li><b>2. Number of current employees transferred;</b></li> <li><b>3. Number of new job openings created;</b></li> <li><b>4. Number of job openings listed with DOES;</b></li> <li><b>5. Total number of all District residents hired for the reporting period and the cumulative total number of District residents hired; and</b></li> <li><b>6. Total number of all employees hired for the reporting period and the cumulative total number of employees hired, including:</b></li> </ol> <p><b>Name</b>  <b>Social Security Number</b>  <b>Job Title</b>  <b>Hire Date</b>  <b>Residence; and</b>  <b>Referral source for all new hires.</b></p> <p><b>If the Contract amount is equal to or greater than \$100,000, the Contractor agrees that 51% of the new employees hired for the contract shall be District residents.</b></p>		

Question No.	RFP Section	Question/Comment
5	H.13.1.1 & H.13.1.2	<b>WILL PRIME CONTRACTOR BE REQUIRED TO SUBCONTRACT AT LEAST 35% OF THE DOLLAR VOLUME OF THIS CONTRACT? PAGE 45</b>
<p><b>DMH RESPONSE:</b>  <b>Prospective Offeror responding to this Solicitation must submit with its Bid, a notarized statement detailing any Subcontracting plan required by law. Offerors responding to this IFB shall be deemed Nonresponsive and shall be rejected if the Offeror Fails to submit a Subcontracting Plan that is required by law. All Contracts in excess of \$250,000, at least 35% of the Dollar Volume of the contract shall be subcontracted in accordance with section 11.9.1.</b></p> <p><b>If there are insufficient qualified small business enterprises to completely fulfill the requirement of paragraph 11.9.1.1, then the Subcontracting may be satisfied by subcontracting 35% of the dollar volume to any Certified Business Enterprises (CBE); provided, however, that all reasonable efforts shall be made to ensure that qualified Small Business Enterprises are significant participants in the overall subcontracting work.</b></p>		

Question No.	RFP Section	Question/Comment
6	B.4	<b>SPECIFICALLY, WHO DETERMINED THAT (12) UNITS OF 22 AWG 6/COND/SHEILDED PLENIUM CABLE WOULD BE REQUIRED FOR CLIN 0020?</b>

**DMH RESPONSE:**

This information was provided as a general cable request (Example hard wired panic buttons cable lengths). A site visit for Contractors was provided on Tuesday, August 13, 2013 from 10:00 AM — 11:00 AM at 35 K Street, NE Washington, DC 20002 for Contractors to see the space and/or to determine the exact equipment and accessories necessary to fulfill this requirement.

Question No.	RFP Section	Question/Comment
7	B.4	<b>IF THE BIDDER PROVIDES THE (12) UNITS OF CABLE in CLIN 0020 AND IT IS DISCOVERED THAT (16) UNITS ARE NEEDED TO COMPLETE THE PROJECT WILL THE DISTRICT PROVIDE CONTRACTOR WITH A CHANGE ORDER FOR THE ADDITIONAL (4) UNITS?</b>

**DMH RESPONSE:**

Any and all Contract Modifications made to the Contract after award is Bilateral Contract Modifications that requires approval prior to performing work.

Question No.	RFP Section	Question/Comment
8		<b>WHAT IS THE UNIT OF MEASURE FOR THE CABLE? DOES 1 UNIT EQUAL 1 ROLL OF CABLE? WHAT IS THE UNIT OF MEASURE FOR THE CABLE-500 FT. PER ROLL, 1,000 FT. PER ROLL ETC.?</b>

**DMH RESPONSE:**

Based upon the equipment that the Contractor shall provide to determine the suitable lengths of cable to accomplish the requested task — it shall depend on the placement of equipment. A site visit was provided for Contractors on Tuesday, August 13, 2013 from 10:00 AM — 11:00 AM at 35 K Street, NE Washington, DC 20002 for Contractors to determine the placement of equipment and cable requirements.

Question No.	RFP Section	Question/Comment
9	B.4	<b>ITAPPEARS SCHEDULE B IS SIMPLY A CUT AND PASTE OF A CONTRACTOR'S BILL OF MATERIALS FROM THEIR PROPOSAL. WHY IS THE AGENCY PUTTING THIS PROJECT OUT TO BID IF THEY HAVE ALREADY ENGAGED A CONTRACTOR THAT CAN CLAIMS TO BE CAPABLE OF PROVIDING THE EQUIPMENT AND SERVICES THEY REQUES?</b>

**DMH RESPONSE:**

This Invitation for Bids (IFB) requirement is a collection and consolidation of pertaint information gather over several years from various Contributing entities.

Question No.	RFP Section	Question/Comment
10	B.4	DOES THE AGENCY SEEK AN ANALOG CAMERA SYSTEM OR AN IP CAMERA SYSTEM? PLEASE NOTE CLINT 0027 (SIMESE CABLE) WILL NOT SUPPORT AN IP CAMERA SYSTEM.

**DMH RESPONSE:**  
Analog cameras are acceptable.

Question No.	RFP Section	Question/Comment
11	B.4	IS THE BIDDER REQUIRED TO PROVIDE THE EXACT PRODUCTS LISTED IN SCHEDULE B? FOR EXAMPLE, IF THE BIDDER CAN PROVIDE A PRODUCT THAT MEETS THE PERFORMANCE REQUIRED IN THE SCOPE OF WORK THAT IS MORE ADVANTAGEOUS TO THE DISTRICT CAN BIDDER PROPOSE THIS PRODUCT INSTEAD OF THE CLIN ITEMS IN SCHEDULE B?

**DMH RESPONSE:**  
Required to provide Brand Name or Equivalent that fits the required Specifications.

Question No.	RFP Section	Question/Comment
12	C.1	WAS THIS SCOPE OF WORK PREPARED BY THE PROTECTIVE SERVICES POLICE DEPARTMENT (PSPD)?

**DMH RESPONSE:**  
DMH released this Invitation for Bids (IFB) Solicitation with the associated Scope of Work (SOW).

Question No.	RFP Section	Question/Comment
13		DOES DMH/MHSD INTEND TO INSTALL A SECURITY SYSTEM THAT IS NOT IN COMPLIANCE WITH THE DEPARTMENT OF GENERAL SERVICES (DGS) CITYWIDE ELECTRONIC SECURITY SYSTEM STANDARDS?

**DMH RESPONSE:**  
DMH shall ensure that the Contract Award resulting from the above referenced Invitation for Bid (IFB) is in Compliance with all applicable DC Laws/Rules/Regulations including but not limited to the District of Columbia Municipal Rules 27 1801 and 1802 and the District of Columbia Department of Consumer and Regulatory Affairs (DCRA).

Question No.	RFP Section	Question/Comment
14	B.4	IF DGS/PSPD IS NOT MONITORING AND SUPPORTING THIS SYSTEM, WILL THE AGENCY BE RESPONSIBLE FOR ONGOING MONITORING, SUPPORT, ADMINISTRATION, PROGRAMING, ETC.?

**DMH RESPONSE:**  
DMH shall in part by Security assigned to the site and Vendor to maintain.

Question No.	RFP Section	Question/Comment
15	B.4	PLEASE PROVIDE THE MAKE AND MANUFACTUREER OF THE CONTROL PANEL IDENTIFIED IN CLIN 0001.
<b>DMH RESPONSE:</b> Prospective Offerors are required to provide items to fulfill the requirements of the Statement of Work (SOW).		

Question No.	RFP Section	Question/Comment
16	B.4	PLEASE PROVIDE THE MAKE AND MANUFACTUREER OF THE DOOR CONTROL UNIT IDENTIFIED IN CLIN 0009.
<b>DMH RESPONSE:</b> Prospective Offerors are required to provide items to fulfill the requirements of the Statement of Work (SOW).		

Question No.	RFP Section	Question/Comment
17	B.4	PLEASE PROVIDE THE MAKE AND MANUFACTURER OF THE CARD READERS IDENTIFIED IN 0013.
<b>DMH RESPONSE:</b> Prospective Offerors are required to provide items to fulfill the requirements of the Statement of Work (SOW).		

Question No.	RFP Section	Question/Comment
18	B.4	PLEASE PROVIDE THE MAKE AND MANUFACTURER OF THE PROX/CARDS/FOBS IDENTIFIED IN CLIN 0012. IS THE AGENCY REQUESTING (50) CARDS OR (50) FOBS? OR BOTH?
<b>DMH RESPONSE:</b> Prospective Offerors are required to provide items to fulfill the requirements of the Statement of Work (SOW). Either one that the contractor feels that shall work best with the Access Control System they shall be providing.		

Question No.	RFP Section	Question/Comment
19	B.4	PLEASE PROVIDE THE MAKE AND MANUFACTURER OF THE ELECTRIC STRIKES AND FACE PLATES IDENTIFIED IN CLIN 0014.
<b>DMH RESPONSE:</b> Prospective Offerors are required to provide items to fulfill the requirements of the Statement of Work (SOW).		

Question No.	RFP Section	Question/Comment
20	B.4	PLEASE PROVIDE THE MAKE AND MANUFACTURER OF THE MIRROR IDENTIFIED CLIN 0025.
<b>DMH RESPONSE:</b> Prospective Offerors are required to provide items to fulfill the requirements of the Statement of Work (SOW).		

Question No.	RFP Section	Question/Comment
21	B.4	PLEASE PROVIDE THE MAKE AND MANUFACTURER OF THE INTERIOR DOME MIRRORS LABELED "MSRP" IN CLIN 0035.
<b>DMH RESPONSE:</b> Prospective Offerors are required to provide items to fulfill the requirements of the Statement of Work (SOW).		

Question No.	RFP Section	Question/Comment
22	B.4	PLEASE PROVIDE THE MAKE AND MANUFACTURER OF THE EXTERIOR WALL MOUNTED MIRRORS LABELED "MSRP" IDENTIFIED IN CLIN 0036.
<b>DMH RESPONSE:</b> Prospective Offerors are required to provide items to fulfill the requirements of the Statement of Work (SOW).		

Question No.	RFP Section	Question/Comment
23	B.4	CLIN 0034 STATES LABOR WILL BE (200) HOURS. WHAT IF BIDDER REQUIRES OVER 200 HOURS TO COMPLETE THE SCOPE OF WORK? WILL THE BIDDER BE PROVIDED A CHANGE ORDER FOR EACH HOUR OVER THE 200 HOURS DEFINED IN CLIN 0034?
<b>DMH RESPONSE:</b> Any and all Contract Modifications made to the Contract after award is Bilateral Contract Modifications that requires approval prior to performing work.		

Question No.	RFP Section	Question/Comment
24	B.4	WHO DETERMINED/ESTIMATED THAT (200) HOURS WOULD BE SUFFICIENT TO PERFORM THIS WORK?
<b>DMH RESPONSE:</b> Government Independent Estimate.		

Question No.	RFP Section	Question/Comment
25	B.4	WHAT IS "MAINTENANCE & REPAIRS" IN CLIN 0040? IS BIDDER TO PROVIDE (1) HOUR? WHAT IF MAINTENANCE & REPAIRS TAKE MORE THAN (1) HOUR? WILL THE BIDDER BE PROVIDED A CHANGE ORDER?
<b>DMH RESPONSE:</b> Any and all Contract Modifications made to the Contract after award is Bilateral Contract Modifications that requires approval prior to performing work.		

Question No.	RFP Section	Question/Comment
26	B.4	WHAT IS A "WARRANTY EQUIPMENT REVIEW" IN CLIN 0041?
<b>DMH RESPONSE:</b> Length of Offerors Standard Warranty.		

Question No.	RFP Section	Question/Comment
27	C.2.4	C.2.4 (S) STATES THAT CONTRACTOR SHALL CONDUCT TEST THAT SHALL BE "PERFORMEND TO REASONABLE STANDARDS." WHO IS DEFINING A "REASONABLE STANDARD" — THE CONTRACTOR?
<b>DMH RESPONSE:</b> Reasonable Standard as determined and accepted by Standard Regulations in the Industry as prescribed by Regulatory Agencies.		

Question No.	RFP Section	Question/Comment
28	B.4	WHAT IS AN "EXTENDED WARRANTY" IN CLIN 0042? IS THIS AN EXTENDED WARRANTY FOR ONE YEAR? WHAT ARE THE TERMS OF THE WARRANTY? NEXT DAY RESPONSE? SAME DAY RESPONSE? 4-HOUR RESPONSE
<b>DMH RESPONSE:</b> Identified amount of time beyond Standard Warranty. Extended Warranty means the time beyond standard warranty. When equipment is purchased it comes with a manufacturer's warranty for approximately one year. In most cases the purchaser is given the Extended Warranty -meaning a Two, Three or Four Year Period beyond the Standard Warranty at an additional cost. This is always optional. Additional coverage on equipment beyond manufacturer's standard warranty.		

**THE DISTRICT SHALL FURNISH RESPONSES TO ANY QUESTIONS SUBMITTED IN WRITING TO ALL PROSPECTIVE OFFERORS BY ISSUING ANOTHER ADMENDMENT TO THIS SOLICITATION IF NECESSARY.**

Signed:



Samuel J. Feinberg, CPPO, CPPB  
Director, Contracts and Procurement  
Agency Chief Contracting Officer

Amendment Number Four (4) is hereby acknowledged and is considered a part of the RFP for Solicitation Number: **RM-13-IFB-135-BY4-MA**. **All Correspondence or inquiries related to this Solicitation or any modifications shall be addressed to:**

Samuel J. Feinberg, CPPO, CPPB, Agency Chief Contracting Officer  
Director of Contracts and Procurement Services  
64 New York Avenue, NE – 2<sup>nd</sup> Floor Washington, DC 20002  
(202) 671-3188 Office; (202) 671-3395; Fax; Email: [Samuel.Feinberg@dc.gov](mailto:Samuel.Feinberg@dc.gov)

\_\_\_\_\_  
Print or Type Name of Bidder

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

[Contact Us](#) | [Agency Directory](#) | [Call 311](#)

## Get a Security Alarm Dealer License

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**NAICS CODE:** 561620

**NAICS DESCRIPTION:** This classification means any person engaged in the business of selling, leasing, renting, installing, inspecting, maintaining, servicing, or repairing alarm systems or their components, or receiving alarm signals from a subscriber and relaying information about the signals to the Metropolitan Police Department or DC Fire and Emergency Services Department for response to the scene.

**Endorsement Class:** Inspected Sales and Service

**Legal Authority:** DC Code 7-2804; 7-2806; 47-2851 DC Municipal Regulations, Title 16, Chapter 18

**License Duration:** Two (2) Years

**License Available Online:** No

**Category License Fee:** \$26.00

**Application Fee:** \$70.00

**Endorsement Fee:** \$25.00

**Technology Fee:** 10 percent of total

### Step-by-Step Application Requirements

#### STEP ONE : Zoning Compliance

##### **Certificate of Occupancy/Home Occupancy for Compliance for Zoning Regulations**

Before applying for your BBL, you'll need a Certificate of Occupancy (C of O) or a Home Occupation Permit for the location where your business is conducted to demonstrate that your business does not conflict with building and zoning codes. (If your business is located in an office building, you may operate under the umbrella of the C of O issued to the owner of the building, as long as the C of O was issued for the entire building; check with your building owner or management company for the C of O holder name, number, and issue date.) If you have any questions about Certificates of Occupancy, please call Permit Operations Customer Service at (202) 442-4589.

NOTE: You DO NOT need to attach a copy of the Certificate of Occupancy to your application. You DO need to provide C of O number and issue date on your application.

### **STEP TWO: Corporate Registration Corporation Division Requirements**

If you are a corporation, partnership or limited liability company you must be registered in the District and in good standing. For instructions on how to register, please go to DCRA Corporate Registration Information Center. If you are a sole proprietor, no registration is necessary and you can skip this step. For more information, please call the Corporation Division at (202) 442-4432.

If you are not a resident of the District of Columbia, you'll need to appoint a Resident Agent or an Attorney-in-Fact who lives or works in an office in the District, who will be the official recipient of any financial, process, or legal notices that we need to send to you. If you are not a DC resident, please complete the Certified Resident Agent Appointment Form.

Every corporation needs to have a registered agent office in the District of Columbia. This office can but does not need to be the same as your place of business. Foreign corporations doing business in DC need to certify that their named registered agent is duly authorized to represent that corporation.

If your business uses a Trade Name, you'll need to register the name with DCRA and indicate both the trade name and the official business name (including its corporation, LLC, or partnership classification) if applicable.

### **STEP THREE: Taxes**

Office of Tax and Revenue (OTR) Registration

Before applying for your BBL, you'll also need to register your business with OTR and submit a copy of your tax registration certificate with your application. If you're not already registered, simply complete and file a Combined Business Tax Registration Application (Form FR500). You get all the necessary forms and submit your application online at the Business Tax Service Center. For more information, please call the Tax Customer Center at (202) 727-4829.

### **STEP FOUR: Clean Hands Certification**

You'll also need to certify that you don't owe more than \$100 to the District of Columbia government as a result of fees, penalties, interest, or taxes through completion of a Clean Hands form provided in your BBL application package. A signed form from the Office of Tax and Revenue may also be required.

### **STEP FIVE: Basic Business License Application**

To make sure you get your BBL as quickly as possible, you must submit a properly completed Basic Business License Application after completing steps 1 through 4. All of your responses should be printed clearly in English.

Note on PDF Forms: To download and fill out the Basic Business License Application form you should open the form and save to your desktop. We recommend you also rename the form as you save to your desktop. For most users, you should be able to save your work. If you cannot, you should print the form before closing.

### **STEP SIX: Specific Category Requirements**

**Criminal History Report**

Get a certified copy of your Police Criminal History Report (Form PD 70) from the jurisdiction where you reside. If you live in the District, you may get this Report from the DC Metropolitan Police Department in person at 300 Indiana Avenue, NW #3055, or call the Police Criminal History Report Division at (202) 727-4245. If you don't live in the District, get this report from the police department in jurisdiction where you live.

**Professional License Requirement**

Alarm dealers have an affirmative duty to adequately train and supervise alarm agents they employ. Any alarm dealer who installs, inspects, maintains, repairs or services any alarm system must employ or otherwise engage the services of at least 1 person who possesses, at a minimum, a valid current District master electrician limited license.

**STEP SEVEN: Additional Business Activities**

If you conduct more than one business activity (endorsement type), you'll need to indicate those activities on your BBL application. You might have any number of additional business activities connected to this particular license endorsement.

Special Notes: If your business includes any of the above endorsement activities, you can get additional fact sheets and application forms by contacting DCRA's License Center at (202) 442-4311, or by email at [bbl.infocenter@dc.gov](mailto:bbl.infocenter@dc.gov).

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**Service Need**

Business Licensing

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**Service at a Glance**

**Provided By:** DCRA

**Frequency:**

**Location:** 1100 4th Street SW Washington, DC 20024

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**Request this Service**

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**Related Services**

- Certificate of Occupancy
- Home Occupation Permit

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**Related Documents**

- Clean Hands Form
- Resident Agent Appointment Form
- Basic Business License Application Instructions
- Standard Basic Business License Application

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