



**District of Columbia Courts
Administrative Services Division
Procurement and Contracts Branch**



AMENDMENT NO. 2

TO: ALL PROSPECTIVE OFFERORS

AMENDMENT

ISSUE DATE: July 15, 2021

SUBJECT: Solicitation No. DCSC-21-FSS-92 - Temporary Personnel Services

PROPOSAL

SUBMISSION DATE: July 27, 2021, by 1:00 p.m., Eastern Standard Time.

Responses to written question(s) received from prospective offeror(s) are included as Attachment A to this amendment.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

One (1) copy of this amendment is being sent to only those offerors who received a copy the solicitation. Offerors shall sign below and attach a signed copy of this amendment to each offer to be submitted to the Courts in response to the subject solicitation. Offers shall be delivered in accordance with the instructions provided in the original solicitation documents. This amendment, together with your offer must be received by the District of Columbia Courts no later than the date and time specified for offer submission. Revisions or price changes occasioned by this amendment must be received by the Courts no later than the date and time set for offer submission. Failure to acknowledge receipt of this amendment may be cause for rejection of any offers submitted in response to the subject solicitation. Offerors who have already submitted their responses may revise their technical and/or price proposals.

Darlene D. Reynolds

Darlene D. Reynolds
Contracting Officer

This amendment is acknowledged and is considered a part of the subject solicitation.

Signature of Authorized Representative

Date

Title of Authorized Representative

Name of Firm

ATTACHMENT A

Solicitation No. DCSC-21-FSS-92 - Temporary Personnel Services

RESPONSE(S) TO QUESTION(S) RECEIVED

Question # 1:

We have clients who have taken the time to complete detailed government evaluations (CPARS evaluations) which detail our performance for Adherence to Schedule, Quality, Management, and Cost Control and more. The details in our CPARS are much greater than what the questions are in the Evaluation form which you have indicated for us to get completed. Can we utilize CPARS evaluations in lieu of asking our clients to complete your evaluation?

Response:

The Courts will not utilize the CPARS evaluations. As stated in the solicitation, offerors are required submit the completed Past Performance Evaluation form (attachment J.7) from at least three references with their proposals.

Question #2

What will the Facility Repair Worker be doing specifically?

Response:

See attached position description.

MAJOR DUTIES:

This position is located in the Capital Projects and Facilities Management Division of the District of Columbia Court and is designed to perform a variety of assignments relative to the repair and improvement of District facilities.

Performs a variety of general repair and maintenance services which include masonry and carpenter work tile laying, painting and repair at various Court owned and or operated buildings. Supervisor assigns work orally or in written form such as work orders, blueprints, drawings, sketches and specifications, etc., with supervision as to method, procedure or technique to employ. Based upon established trade standards and directives. Carries out assignments, plans work sequence, selects appropriate tools and material within the framework of set procedures or as directed. Completed work is reviewed for overall accuracy, adequacy and adherence to accepted trade standards, practices and codes enacted by the D.C. Government. Available guides consist of the D.C. Building Code, blueprints, diagrams and accepted trade standards. Additional guides consist of pertinent directives and policies.

Assists in providing a variety of general repair and maintenance services. Typical duties are as follows:

Masonry and Cement Finishing:

Using proper amounts of water, cement, sand and/or stone, assists in mixing concrete to proper consistency for applicable task, using tools such as trowel, float, spirit level, plumbob, hammers, chisels and crowbars, etc., repairs and constructs steps, walks, stoops, patios, foundations drive ways and retaining walls, etc., may be required to build wood forms or use set steel forms to pour cement.

Carpentry Work:

Assists in performing general carpentry tasks such as repairing wooden door and window frames, hand rails, and steps. Makes and installs shelves; constructs partitions using sheet rock and sheets of plywood as necessary. Assist in painting partitions and match existing walls and may be required to install electrical receptacles and door locks when requested.

Tile Work:

Assists in laying rubber, asphalt, and linoleum tile to cover floors. This entails removing old tile by scraping and chipping away hardened adhesive. Using chisels, hammer and screw driver, removes base boards, molding and embedded articles of stone and metal, etc. Reconditions subflooring when found to be deteriorated by sanding , patching, replacing and/or underlying total coverage with a minimum waste of tile material. May calculate the amount of material needed by considering the area of stationary objects like drain pipes, work benches, tables and cabinets etc. Based upon the tile being laid applies the appropriate adhesive or bonding material in accordance with instructions prescribed by manufactures. Installs tile as necessary by matching tile with existing tile and/or cutting tile to fit irregular shaped areas.

Skill and Knowledge:

Knowledge and skill I n the utilization of accepted trade (carpenter, masonry and tile setting) methods and techniques to accurately perform assignments.

Knowledge of simple arithmetic to make sure computations and plan assignments as required.

Ability to use a variety of motorized tools and accessories.

Knowledge of safety rules, regulations and requirements to ensure compliance.

Responsibility:

A higher grade worker or supervisor assigns work orally or in easily understood written directions. The incumbent selects the appropriate tools, decides on the methods and techniques to use and carries out assignments which are spot-checked during their progress. The higher grade worker or supervisor additionally checks to ensure compliance with instructions.

Physical Effort:

The incumbent exerts moderate to strenuous physical effort depending upon the type of work assignment. Arm movement may be considerable and cramped or awkward positions may be encountered. The incumbent may lift and carry items weighing up to 100 pounds.

Working Conditions:

Frequently works inside and outside while accomplishing routine assignments. While outside is exposed to a variety of weather conditions such as hot sun, wind and cold. Is subject to cuts and bruises, skin irritation, dust and dirt while mixing concrete and tile bonding materials, etc. Constantly handles material weighing in excess of 50 pounds and occasionally up to 90 pounds when handling tiles, sands, bricks and cement.

Other Significant Factors:

Incumbent is required to have and maintain a valid driver license, a D.C. Government Operator's Permit.