



Custodial Services for DCA Information Session

March 28, 2018



METROPOLITAN
WASHINGTON
AIRPORTS AUTHORITY



Agenda

- Office of Supply Chain Management
- Procurement & Contracting
- Contract Requirements
- Department of Supplier Diversity
- Q&A



Airports Authority Procurement Policy

- MWAA is a public body politic and corporate, created by joint legislation between the Commonwealth of Virginia and the District of Columbia
- Metropolitan Washington Airports Act of 1986 authorized the lease of Dulles and Reagan National to MWAA, which states that MWAA:
 - *“shall obtain, to the maximum extent practicable, full and open competition through the use of published competitive procedures”*
- The Board of Directors adopted the Airports Authority Contracting Manual, which sets forth procurement policies and procedures



Department Roles & Responsibilities

Procurement & Contracts	Supplier Diversity
<ul style="list-style-type: none">• Ensure integrity and fairness in the Authority's contracting processes• Oversee solicitations, vendor selection, negotiation, award, contract management, and reporting	<ul style="list-style-type: none">• Ensure maximum utilization of small, local, minority and women-owned businesses in MWAA contracting opportunities• Conduct Small Business outreach, certification, pre- and post-award compliance, and report on Small Business participation



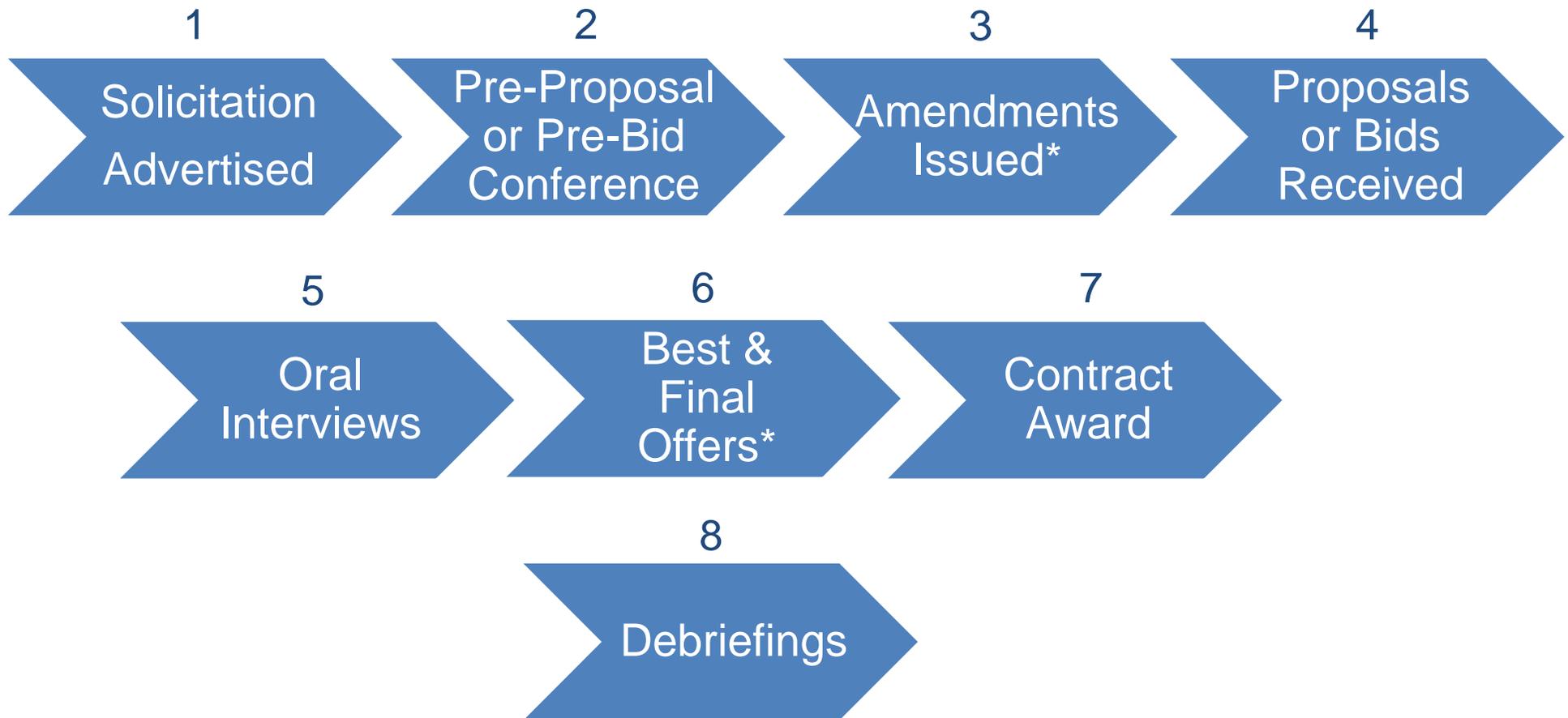
Solicitation Types

- Invitation for Bid
- Request for Qualifications
- **Request for Proposals**
- Request for Quotations

The Airports Authority is Committed to
Providing Full & Open Competition



Airports Authority's Procurement Process



* Optional; Depending on Solicitation



Major Requirements

Successful offerors **must**:

- Obtain appropriate insurance, in accordance with the solicitation
- Obtain bonding for construction and other contracts, as applicable
- Hold a contractor's license in the state of Virginia (required for all construction contracts*)
- Receive certification as **LDBE** prior to contract award date (if applicable)
- Receive certification as DBE/ACDBE prior to proposal submission (if applicable)

* *Details available at Department of Professional and Occupational Regulation website:*
www.dpor.virginia.gov



Contract Requirements

The selected firm will provide all necessary supervision, labor, administrative support, tools, parts, materials, supplies, equipment and transportation necessary to perform the required services 24 hours a day, 365 days a year.



Contract Requirements

- Provide Custodial services including (but not limited to):
 - Hard floor Care (Terrazzo, Marble, Ceramic, Vinyl and Wood)
 - Burnish, scrub, and recoat
 - Strip and refinishing
 - Carpet Care
 - Bright work
 - Interior wall cleaning – up to 16 feet
 - Glass cleaning – up to 16 feet
 - High work cleaning above 16 feet
- The firm must be able to respond and execute:
 - Flood response 24 hours/7 days per week/365 days
 - Snow event coverage



Contract Requirements

Provide Custodial services for areas including (but not limited to):

- 1.2 million square feet in Terminals A/B/C and Garages A/B/C
- 341,000 square feet of outlying buildings
- 45 gates and associated Jet ways
- All areas in the Terminals except tenant space, concessions space and aircraft
- Bus shelters
- Exterior sidewalks, glass cleaning and power washing
- Trash pick up and recycling



Future Work

Future work will be added upon the DCA Terminal B/C Redevelopment Completion (Project Journey):

- Late 2021 or early 2022 two new checkpoints (160,000 square feet est.)
- Mid 2022 new gate concourse (Pier E – 230,000 square feet est.)

For more information on Project Journey, please visit
<http://www.turner-dcaprojects.com/>



Evaluation

- Full and open competition will be achieved using a competitively negotiated “Best Value” procurement method.
 - This method takes into consideration technical factors and price, which are separately evaluated, and the proposal that is found to represent the best overall value to the Airports Authority forms the basis of award.
- Technical evaluation will be based on the following criteria, listed in descending order of importance:
 1. Past Performance and Qualifications
 2. Project Understanding
 3. Quality Control
 4. Management Plan



Keys to an Effective Proposal

- Be Innovative
- Understand the Requirement
- Demonstrate Firm's Capability to Perform
 - Experience
 - Resources
 - Ability to Subcontract
- Provide Current and Relevant References
- Conduct Market Research (Know your Competition)
- Estimate Costs Realistically
- Follow the Submission Requirements & Perform Quality Control





Common Mistakes in Proposal Preparation

- Recycled Proposals
- Off-the-shelf / Non-customized
- Inexperience
- Outdated References
- Pricing Not Reflective of the Requirement or Market Conditions
- Unorganized Presentation



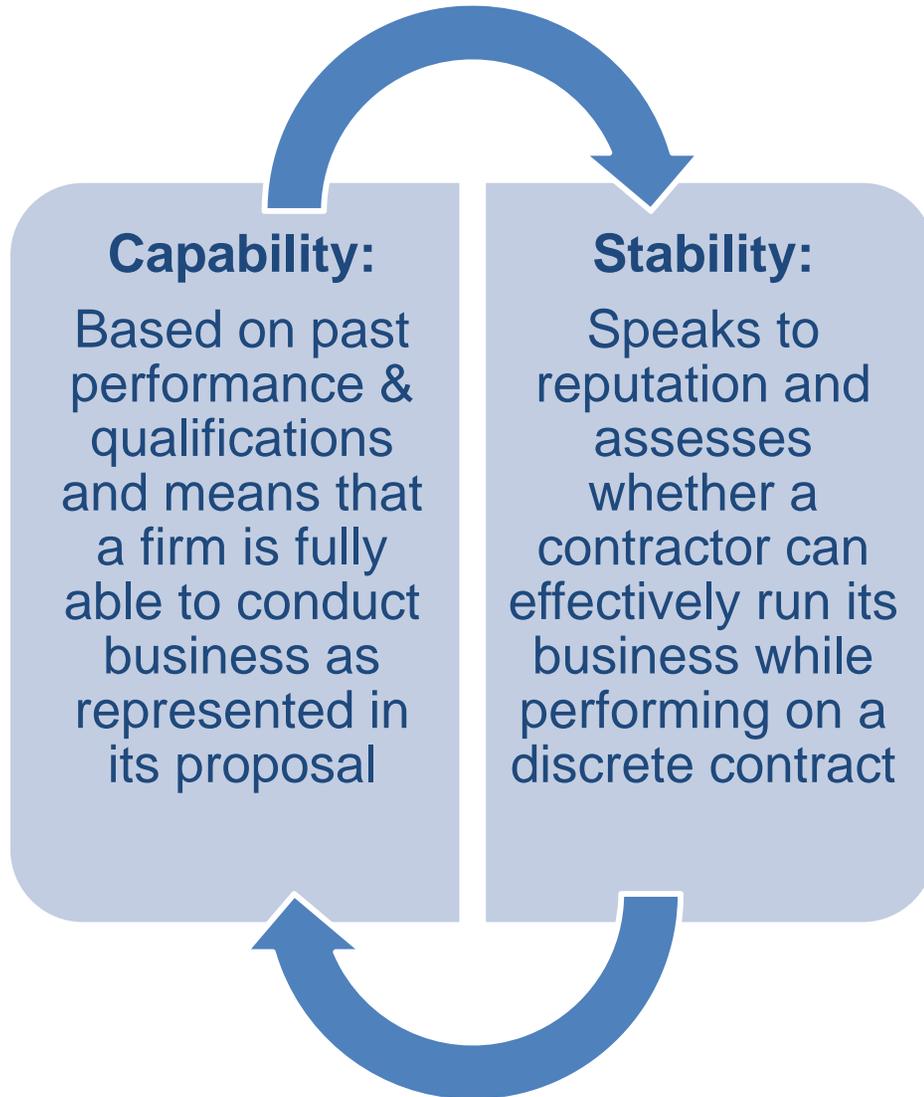


Successful Performance

- Contract award is the first of many steps to profitable and successful performance
- Know the players and their roles/responsibilities
- Request a post-award conference to:
 - Meet with the project owner and confirm understanding of expectations
 - Establish protocol – for communications, contract requirements, billing, payments, etc.
 - Seek clarification on anything that is important to your ability to successfully perform
- Owner is primarily interested in Capability and Stability



Capability & Stability



These characteristics manifest as soon as the job gets started, so:

- Have a solid project schedule and budget – and monitor both *closely*
- Have quality and adequate resources to perform the activities – estimates should be taken into consideration not only the cost but manpower, equipment, and materials
- Anticipate and remain adaptable to contract changes and manage budget accordingly – contractor may have to fund the initial work
- Have a solid subcontract plan – and manage those resources to minimize risk



MWAA LDBE Program

- LDBE Program participation requirements apply to non-federally funded contract opportunities:
 - 25% participation on construction contracts
 - 20% participation on goods and services contracts
- Certification available to: small businesses located within 100-mile radius of Washington, DC's Zero Mile Marker with an average of 3 years annual gross receipt under US small business size standard
- DSD reviews all solicitations with an estimated value \geq \$25,000 to assign LDBE participation requirements where:
 - Scope of work provides viable prime or subcontracting opportunities for LDBEs, and
 - LDBE availability provides projected adequate competition

To maximize chances of success, LDBEs should apply for only the NAICS codes that reflect their true capabilities and work experience



LDBE Contract Requirement

The Department of Supplier Diversity reviewed the solicitation and established a **100%** Local Disadvantaged Business Enterprise (LDBE) participation requirement for this contract.

100% Requirement means:

- The prime contractor must be an LDBE.
- Any and all subcontractors must be LDBEs.
- If entering into a Joint Venture, all parties must be LDBEs.

There is no reciprocity, equivalent, or substitution for LDBE certification.

- To apply for certification, please visit www.mwaa.diversitycompliance.com



Supplier Diversity Management System

- On-line certification application and renewal
- Real-time monitoring of certification applications in process
- Targeted outreach for contracting opportunities
- Buyer visibility into MWAA-certified firms
- Online contract compliance monitoring

Visit us at www.mwaa.diversitycompliance.com



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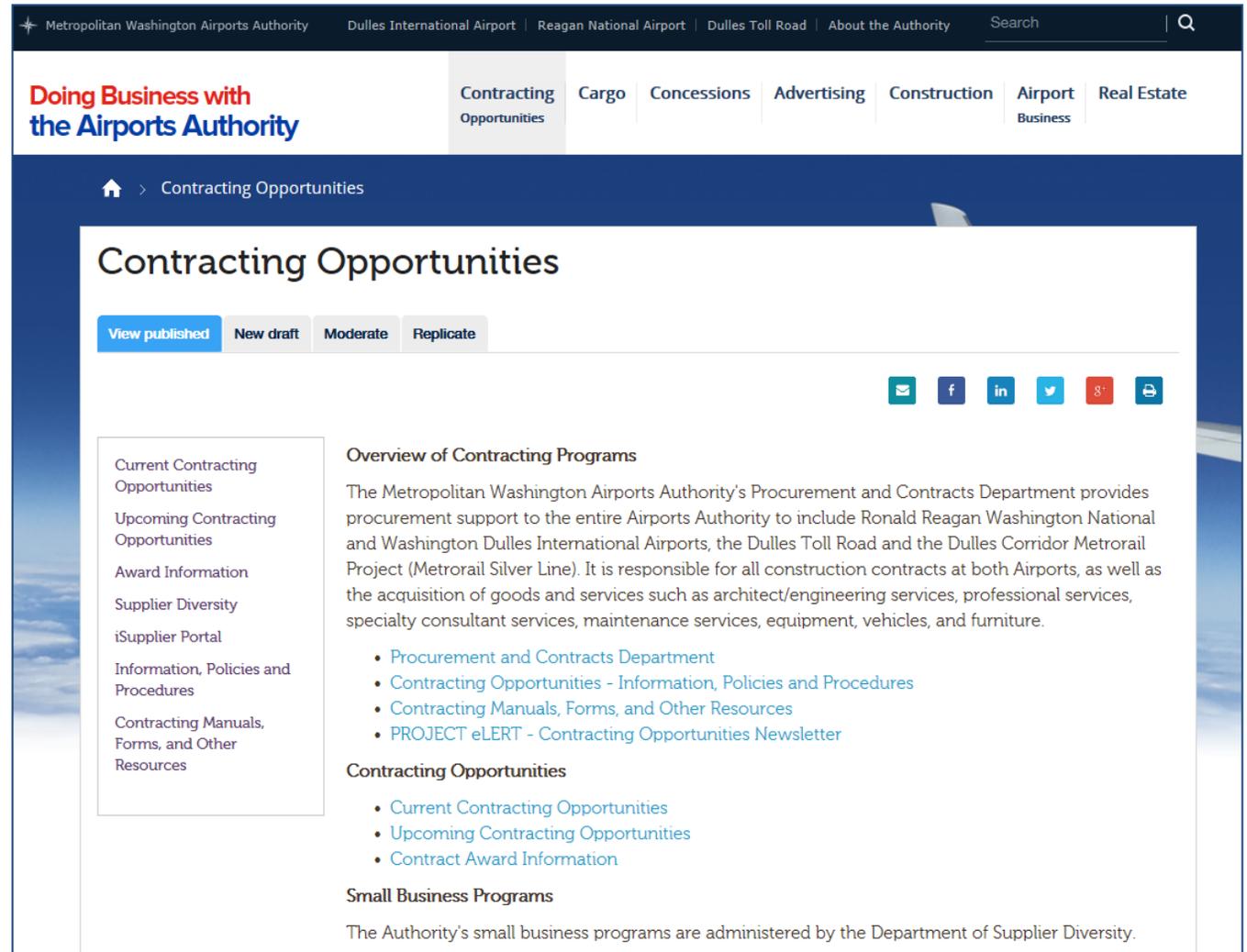
Find a ACDBE/DBE Firm

[SBSD ACDBE/DBE Directory](#)

Sources of Procurement Information

www.mwaa.com/contracting

- Overview of Contracting Programs
- Current & Upcoming Contracting Opportunities
- Project eLERT
- Link to Small Business Certification Applications
- Updated Daily



The screenshot displays the 'Contracting Opportunities' page on the Metropolitan Washington Airports Authority website. The page features a navigation bar with links to 'Doing Business with the Airports Authority', 'Contracting Opportunities', 'Cargo', 'Concessions', 'Advertising', 'Construction', 'Airport Business', and 'Real Estate'. Below the navigation bar, the page title 'Contracting Opportunities' is prominently displayed. A sidebar on the left contains a list of links: 'Current Contracting Opportunities', 'Upcoming Contracting Opportunities', 'Award Information', 'Supplier Diversity', 'iSupplier Portal', 'Information, Policies and Procedures', and 'Contracting Manuals, Forms, and Other Resources'. The main content area includes an 'Overview of Contracting Programs' section, which describes the Authority's procurement support for various projects and services. Below this, there are sections for 'Contracting Opportunities' and 'Small Business Programs', each with a list of links to related information.

Metropolitan Washington Airports Authority | Dulles International Airport | Reagan National Airport | Dulles Toll Road | About the Authority | Search

Doing Business with the Airports Authority | Contracting Opportunities | Cargo | Concessions | Advertising | Construction | Airport Business | Real Estate

Contracting Opportunities

View published | New draft | Moderate | Replicate

Current Contracting Opportunities

Upcoming Contracting Opportunities

Award Information

Supplier Diversity

iSupplier Portal

Information, Policies and Procedures

Contracting Manuals, Forms, and Other Resources

Overview of Contracting Programs

The Metropolitan Washington Airports Authority's Procurement and Contracts Department provides procurement support to the entire Airports Authority to include Ronald Reagan Washington National and Washington Dulles International Airports, the Dulles Toll Road and the Dulles Corridor Metrorail Project (Metrorail Silver Line). It is responsible for all construction contracts at both Airports, as well as the acquisition of goods and services such as architect/engineering services, professional services, specialty consultant services, maintenance services, equipment, vehicles, and furniture.

- Procurement and Contracts Department
- Contracting Opportunities - Information, Policies and Procedures
- Contracting Manuals, Forms, and Other Resources
- PROJECT eLERT - Contracting Opportunities Newsletter

Contracting Opportunities

- Current Contracting Opportunities
- Upcoming Contracting Opportunities
- Contract Award Information

Small Business Programs

The Authority's small business programs are administered by the Department of Supplier Diversity.



Questions & Answers





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