



DEPARTMENT OF GENERAL SERVICES

Request for Proposals

PARKING OPERATOR SERVICES

This solicitation is Set-Aside for Certified Business Enterprises

July 3, 2012

Proposal Due Date: July 17, 2013 by 2:00 p.m. EST

Proposal Delivery Location: Department of General Services
Contracts & Procurement Division, 8th Floor
2000 14th Street, NW
Washington, DC 20009
Attention: JW Lanum

Pre-proposal Conference: July 9, 2013 at 10:30 a.m. EST

Contact: Kara Robbins
Department of General Services
Contracts & Procurement Division
2000 14th Street, NW, 8th Floor
Washington, DC 20009
Phone: (202) 671-2313
Email: kara.robbsins@dc.gov

Solicitation Number: DCAM-13-NC-0160

SECTION A

A.1 Executive Summary

The Department of General Services (“Department” or “DGS”) is issuing this Request for Proposals (“RFP”) to engage a Contractor to provide parking operator services at the DC USA Retail Center located at 14th and Irving Street, NW, Washington DC in accordance with the Scope of Work in Section B. The selected Contractor shall provide all personnel, management, supervision, and resources necessary to successfully complete the required services described in Section B.

The contract will be for a base year with four one (1) year option periods.

Only firms certified by the Department of Small and Local Business Development (DSLBD) are eligible to respond to this solicitation.

A.2 Contractor’s Compensation

The Contractor will receive a fixed Management Fee, and an annual Incentive Fee based on a percentage of gross revenue. Offerors shall provide a Management Fee and an Incentive Fee as requested in Attachment D Offer Letter and Bid Sheet for the base period and each option year. The Management Fee should include sufficient funding for all of the Contractor’s costs associated with the required services, including, but not limited to, labor, and equipment, materials and supplies (unless otherwise indicated), overhead, insurance, and profit.

A.3 Attachments

Attachment A	DC USA Condominium Documents
Attachment B	Declaration of Parking Operations/Parking Covenants
Attachment C	Citicorp Agreement
Attachment D	Offer Letter and Bid Sheet
Attachment E	DGS Expenses and Contractor Expenses
Attachment F	Disclosure Statement
Attachment G	Tax Affidavit
Attachment H	First Source Employment Agreement
Attachment I	Service Contract Act
Attachment J	Living Wage Act
Attachment K	Past Performance Evaluation Form

SECTION B SCOPE OF WORK

The Contractor shall provide a range of parking and related services including the staff, management, supervision, supplies, and other resources and equipment necessary to perform the required services for The DC USA Retail Center Parking Facility ("Parking Facility"). The Contractor, at the discretion of DGS, may also be authorized to provide these services for up to four (4) additional option years.

Important Notification

The Parking Facility occupies in the entirety a unit in the commercial condominium known as "DC USA Condominium (the "DC USA Condominium") and that it accordingly is or will be subject to and encumbered by: (1) those certain condominium documents consisting of the Declaration for DC USA Condominium and associated bylaws, plats, and plans, (collectively, the "Condominium Documents," Attachment A), which are or shall be recorded in the applicable records for the District of Columbia (as applicable, "Land Records"); and (2) that certain Declaration of Parking Operations (Attachment B) made by DC USA Operating Co., LLC, as declarant, a memorandum of which is or will be recorded among the Land Records ("Parking Covenants"). Offerors should be advised that management of this Parking Facility is governed by the Condominium Documents and the Parking Covenants and that these documents should be read in detail.

B.1 Parking Services

B.1.1 General

The Contractor shall, at a minimum, provide the following:

- (a) A full range of services for parking operations;
- (b) A business plan for operations, including what services will be provided by the Contractor;
- (c) An ongoing assessment of revenue potential for the Parking Facility;
- (d) Recommendations for capital improvements; and
- (e) A safety plan for the Parking Facility.

B.1.2 Collection and Accounting of Parking Fees for Parking Operations

The Contractor shall provide comprehensive collection and accounting services related to the parking fees and parking operations including at a minimum the following:

- (a) The collection and accounting of all daily parking fees and collecting and remitting of applicable taxes including the receipt of cash for parking fees, as applicable;
- (b) Develop and implement a method to be approved by the Department for independently counting vehicles admitted to the Parking Facility and reconciling counts with the parking fees collected;
- (c) Maintain at the Parking Facility books and records of parking fees and other records related to the delivery of the required services. The Contractor shall make the records available for the Department's review at any time during normal business hours;
- (d) Provide within ten (10) calendar days after the end of the calendar month a report summarizing the gross daily parking receipts.

B.1.3 Marketing

The Contractor shall market the availability of public parking. The Contractor shall develop and submit for the approval of the Department all marketing related materials including signage and print items for the approval of the COTR and DGS's communications department.

B.2 Key Personnel and Staff

The Contractor shall provide the following regarding staffing to provide the required services:

B.2.1 Staffing Plan

The Contractor shall develop a Staffing Plan and schedule including the appropriate level of capable, experienced, and trained staff including a designated site manager(s) responsible for the day to day operations of the Parking Facility. The Staffing Plan shall identify all positions to be utilized by the Offeror to provide the required services and proposed weekly schedule for each position, and shall be submitted to the COTR within ten (10) days of award.

B.2.2 Training

The Contractor shall develop and conduct regularly scheduled training for all staff. The Contractor's training shall address at a minimum the delivery of parking services and operating procedures, customer service, safety, and position specific responsibilities. The Contractor shall maintain records of each individual's training, including a certificate of training completion.

The Contractor shall develop and implement a Customer Service Program to ensure the delivery of quality customer focused services.

B.2.3 Uniforms

The Contractor's employees shall present a clean, neat, professional and easily recognized appearance as the Contractor's employee. The Contractor shall provide each employee with matching or coordinating uniforms. The Contractor's uniforms shall include shirts, pants or bottoms with the Contractor's logo and require the approval of the Department. In addition, the Contractor shall provide each employee with an identification badge with the employee's name, photo, and the Contractor's name. The identification badges shall be worn or attached to an outer garment when the employee is performing services under this contract. Criminal background checks and credentials will be required for each employee who performs services under this contract.

B.2.4 Operating Plan

The Contractor shall develop and maintain an Operating Plan to be used as the Contractor's primary comprehensive reference tool to provide the required services. The Operating Plan shall clearly describe how the Contractor proposes to provide the required services including all of the required elements described in Section B, as well as a plan for increasing revenue.

B.3 Contractor's Compensation and Budget

DGS shall pay the Contractor a monthly amount equal to the budgeted Operating Expenses plus any additional Operating Expenses approved and funded by DGS for the previous month. This monthly amount includes the Contractor's proposed monthly fee ("Management Fee").

In addition to the Management Fee, DGS agrees to pay the Contractor, as an "Incentive Fee," an amount equal to a percentage of the Gross Revenues in excess of one million two hundred thousand dollars (\$1,200,000.00). Said Incentive Fee shall not exceed a percentage of the amount of the Management Fee to be determined upon award.

B.4 Communication with Department

The Contractor shall maintain regular communication with the Department with, at minimum, monthly meetings to address performance and operating issues and any questions that the Department or the Contractor may have.

B.5 Licensing, Accreditation and Registration

The Contractor and all of its subcontractors (regardless of tier) shall comply with all applicable District of Columbia, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of the contract.

B.6 Conformance with Laws

It shall be the responsibility of the Contractor to perform under the contract in conformance with the Department's Procurement Regulations and all applicable statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental bodies.

B.7 Service Contract Act and Living Wage Act

The Service Contract Act (Attachment I) and the Living Wage Act (Attachment J) are applicable to this procurement. As such, the Contractor and its trade subcontractors shall comply with the wage and reporting requirements imposed by these Acts.

SECTION C

ECONOMIC INCLUSION

C.1 Preference for Small, Local, and Disadvantaged Business Enterprises

C.1.1 General: Under the provisions of the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, D.C. Law 16-33 (codified at D.C. Code § 2-218.01 et seq.), preferences shall be given to Offerors that are certified by the Department of Small and Local Business Development as being a small business enterprise, having resident business ownership, having a longtime resident business, being a local business enterprise, being a disadvantaged business enterprise, being a local business enterprise with its principal office located in an enterprise zone, being a veteran-owned business enterprise, or being a local manufacturing business enterprise. (A copy of the certification acknowledgment letter must be submitted with the Offeror's Proposal.) In accordance with these laws, the following preferences shall be awarded in evaluating an Offeror's proposal:

- (a) Three (3) preference points shall be awarded if the Offeror is certified as having a small business enterprise.
- (b) Five (5) preference points shall be awarded if the Offeror is certified as being a resident business owner.
- (c) Five (5) points shall be awarded if the Offeror is certified as having a longtime resident business.
- (d) Two (2) preference points shall be awarded if the Offeror is certified as a local business enterprise.
- (e) Two (2) preference points shall be awarded if the Offeror is certified as being a local business enterprise with its principal office located in an enterprise zone.
- (f) Two (2) preference points shall be awarded if the Offeror is certified as a disadvantaged business enterprise.
- (g) Two (2) preference points shall be awarded if the Offeror is certified as a veteran-owned business enterprise.
- (h) Two (2) preference points shall be awarded if the Offeror is certified as a local manufacturing business enterprise.

Offerors may qualify for more than one of these categories above, however the maximum number of preference points available is 12 points.

C.1.2 Information: For information regarding the application process, contact the Department of Small and Local Business Development at the following address or telephone number:

Department of Small and Local Business Development
One Judiciary Square Building
441 4th Street, NW, 9th Floor
Washington, DC 20001
(202) 727-3900 (Telephone Number)
(202) 724-3786 (Facsimile Number)

C.2 SLDBE Participation

An Offeror responding to this solicitation must submit with its proposal, a notarized statement detailing any subcontracting plan required by law. Proposals responding to this RFP shall be deemed nonresponsive and shall be rejected if the Offeror fails to submit a subcontracting plan that is required by law. For contracts in excess of \$250,000, at least 50% of the dollar volume of the contract shall be

subcontracted with a firm certified by Department of Small and Local Business Development as (i) a local business enterprise; (ii) a small business enterprise; (iii) a disadvantaged business enterprise; (iv) a resident owned business; (v) a longtime business owner; or (vi) a local business enterprise with its principal office located in an enterprise zone.

C.3 Residency Hiring Requirements for Contractors and Subcontractors

At least fifty-one percent (51%) of the Offeror's staff and each subcontractor's employees hired after the Offeror enters into a contract with the Department, or after such subcontractor enters into a contract with the Offeror, to perform the required work, shall be residents of the District of Columbia.

Upon execution of the contract, the Offeror and all of its subcontractors shall submit to the Department a list of current employees that will be assigned to the project, the date that they were hired and whether or not they live in the District of Columbia.

The Offeror shall comply with subchapter III of Chapter II of Title 1, and subchapter II of Chapter II of Title 1 of the D.C. Code, as amended, and all successor acts thereto and the rules and regulations promulgated thereunder. The Offeror and all subcontractors with contracts in the amount of \$300,000 or more shall be required to comply with the above-referenced D.C. Code provisions, and such compliance requires the Contractor to: (i) enter into a First Source Employment Agreement with the D.C. Department of Employment Services ("DOES") upon execution of the contract; (ii) submit an executed First Source Agreement to DOES prior to beginning work on the project; (iii) make best efforts to hire at least 51% District residents for all new jobs created by the project; (iv) list all employment vacancies with DOES; and (v) submit monthly compliance reports to DOES by the 10th of each month, or as required by the D.C. Code.

SECTION D EVALUATION AND AWARD CRITERIA

The Department shall evaluate submissions and any best and final offers in accordance with the provisions of this Section D and the Department's Procurement Regulations.

D.2 Evaluation Committee

Each submission will be evaluated by an Evaluation Committee in accordance with this Section D. The Evaluation Committee will prepare a written report summarizing its findings and submit the same to the Contracting Officer. Based on the information submitted by the Offerors in response to this RFP and the report prepared by the Evaluation Committee, the Contracting Officer will select the Offeror whose submission is determined to be the most advantageous to the District.

D.3 Proposal Evaluation

Each proposal will be scored on a scale of 1 to 100 points. In addition, eligible Offerors will receive up to 12 preference points as described in Section C.1 of this RFP. Thus, the maximum number of points possible is 112. Submissions will be evaluated based on the following evaluation factors:

- (a) Relevant Experience and Past Performance – (20) points
- (b) Key Personnel and Staffing – (20) points
- (c) Operating Plan – (20) points
- (d) Price – (40) points.

D.4 Oral Presentation

The Department currently does not intend to interview Offerors; however, the Department reserves the right to interview Offerors in the competitive range if necessary. If the Department conducts such interviews, each Offeror within the competitive range shall make an oral presentation to the Department's Evaluation Committee, and participate in a question and answer session. The purpose of the oral presentation and the question and answer session is to permit the Evaluation Committee to fully understand and assess the qualifications of each Offeror and the Offeror's key personnel. The submission will be re-scored at the conclusion of the oral presentation.

D.4.1 Length of Oral Presentation

If interviews are conducted, each Offeror will be given up to 30 minutes to make the presentation. At the end of the initial presentation, there will be a break for approximately 15 minutes for the Evaluation Committee to assess the presentation and prepare questions. The Offeror will then respond to questions from the Department's Evaluation Committee for no more than 30 minutes.

D.4.2 Schedule

If interviews are conducted, the order of presentation will be selected randomly and the Offerors will be informed of their presentation date before the beginning of oral presentations. The Department reserves the right to reschedule any Offeror's presentation at the discretion of the contracting officer.

D.4.3 Offeror Attendees

If interviews are conducted, the oral presentation will be made by the Offeror's personnel who will be

assigned the key jobs for this project. Each Offeror will be limited to 3 persons. The job functions of the persons attending the presentation will be considered to be an indication of the Offeror's assessment of the key areas of responsibility that are deemed essential to the successful completion of the project.

D.4.4 Topics

The Offeror may present information about its capabilities and special qualifications to serve as a Contractor for this Project, including the qualifications of key personnel.

D.5 Mandatory Site Visit

A mandatory Site Visit will be held for the Parking Facility at the DC USA Retail Center at 3100 14th Street NW immediately following the pre-proposal conference on Tuesday, July 9. The facility tour will allow vendors the opportunity to view the premises. Vendors should limit the personnel in attendance to a manageable number.

SECTION E PROPOSAL ORGANIZATION AND SUBMISSION

This section outlines specific information necessary for the proper organization and manner in which Offerors' Proposals should be proffered. References are made to other sections in this RFP for further explanation.

E.1 Submission Identification

Submissions shall be proffered in an original and six (6) copies. The Offeror's submission shall be placed in a sealed envelope conspicuously marked: "Proposal for Parking Operator Services."

E.2 Delivery or Mailing of Submissions

Submissions should be delivered or mailed to:

Department of General Services
Contracts & Procurement Division
2000 14th Street, NW 8th Floor
Washington, DC 20009
Attention: JW Lanum

E.3 Date and Time for Receiving Submissions

Submissions shall be received no later than 2:00 pm EST, on July 17, 2013. The Offeror assumes the sole responsibility for timely delivery of its submission, regardless of the method of delivery.

E.4 Submission Size and Organization

All submissions shall be submitted on 8-1/2" x 11" bond paper and typewritten. Telephonic, telegraphic, and facsimile submissions shall not be accepted. The Department is interested in a qualitative approach to presentation material. Brief, clear and concise material is more desirable than quantity. The submission shall be organized in the following separate sections:

E.4.1 General Information and Data

Each Offeror shall provide the following information for the prime contractor and its subcontractors, if any.

Name(s), address(es), and role(s) of each firm (including all sub-contractors)

- (a) Offeror's profile(s), including:
 1. Age
 2. History(ies)
 3. Size
- (b) Description of the Offeror's existing workload providing parking management related services; and
- (c) Provide a list of any contracts held by the Offeror where the contract was terminated (either for default or convenience). This list should also identify any contracts that resulted in litigation or arbitration between the Owner and the Offeror.

E.4.2 Relevant Experience and Past Performance

The Offeror shall provide at a minimum the following to demonstrate the Offeror's relative experience and past performance to operate, manage, and maintain parking lots:

- (a) A description of the Offeror's overall experience managing, operating, and maintaining parking lots, including how long your firm has been in the parking garage management service business and whether your firm is licensed to do business in the District of Columbia. The Offeror shall include a discussion of how this experience prepares the Offeror to complete the required services as described in Section B;
- (b) List all contracts that the Offeror has worked as a prime or subcontractor in the last 5 years that are similar to the required services. For purposes of this paragraph, similar shall mean the management, operation, and maintenance of parking lots similar in size and scope as those described in Section B. This information may be provided in a table format; however, it should include the name of the parking lot owner, the number of parking spaces, hours of operation, type of parking (residential, commercial) and a reference or contact person for each such owner;
- (c) Provide a sample of the monthly report described in B.1.2 (d) and supporting documentation the Offeror proposes to use for this contract;
- (d) Three References; and
- (e) Three Past Performance Evaluation forms (Attachment K).

E.4.3 Key Personnel and Staffing

The Offeror shall provide at a minimum the following to describe the key personnel and staffing to operate, manage, and maintain the parking lots:

- (a) Organizational Chart that includes all positions in the Offeror's Staffing Plan;
- (b) Identify proposed key personnel and the roles of each;
- (c) Resumes of key personnel, or position descriptions for unfilled positions;
- (d) Staffing plan including the Offeror's plan to identify, train, retain, and supervise staff to provide the required services.

E.4.4 Operating Plan

Offerors shall demonstrate a complete and thorough understanding of the solicitation requirements. To that end, the Offerors shall detail its approach to fulfilling the requirements described in Section B as follows:

- (a) Discussion of the Offeror's understanding and knowledge of the required services including parking industry best practices and applicable District and federal laws relative to the requirements described in Section B;
- (b) Describe the Offeror's capacity to provide the required services;
- (c) The Operating Plan shall provide the evidence that the Offeror possesses the required expertise, and knowledge to perform services in a professional, quality manner;
- (d) A discussion of any innovative programs or services to be provided by the Offeror and the expected benefit of the service(s), including a plan for increasing revenue;
- (e) The Contractor shall develop and implement a Start-Up Plan to successfully initiate the delivery of the required services;
- (f) Detailed description of proposed accounting and collection plan.

E.4.5 Attachments

Offeror shall ensure the following attachments are completed and included in the Offeror's technical proposal:

- (a) Disclosure Form (Attachment F)
- (b) Tax Certification Affidavit (Attachment G)
- (c) First Source Employment Agreement (Attachment H)

E.5 Price

Each Offeror shall submit an offer letter substantially in the form of Attachment D. Material deviations, in the opinion of the Department, from the offer letter shall be sufficient to render the proposal non-responsive. Offerors shall submit a separate cost breakdown of all anticipated expenses.

The Department desires to award this contract in the most cost effective manner possible. Offerors will be evaluated based on the Offeror's proposed management fee.

If Offeror plans to propose an automated accounting system, this plan must be detailed separately from the proposed pricing in Attachment D Offer Letter. The cost of the automated system shall not be included in the proposed management fee.

SECTION F BIDDING PROCEDURES & PROTESTS

F.1 Contact Person

For information regarding this RFP please contact:

Kara Robbins
Department of General Services
Contracts & Procurement Division
2000 14th Street, NW, 8th Floor
Washington, DC 20009
Phone: (202) 671-2313
Email: kara.robbins@dc.gov

Any written questions or inquiries should be sent to Kara Robbins at the email address above.

F.2 Pre-proposal Conference

A pre-proposal conference will be held on Tuesday, July 9, 2013 at 10:30 am EST. The conference will be held at the DC USA Retail Center at 3100 14th Street NW on the P1 level at the Parking Facility office. Interested Offerors are required to attend.

F.3 Explanations to Prospective Offerors

Each Offeror should carefully examine this Request for Proposals and any and all amendments, addenda or other revisions, and thoroughly familiarize itself with all requirements prior to proffering a submission. Should an Offeror find discrepancies or ambiguities in, or omissions from, the RFP and amendments, addenda or revisions, or otherwise desire an explanation or interpretation of the RFP, any amendments, addenda, or revisions, it must submit a request for interpretation or correction in writing. Any information given to an Offeror concerning the solicitation shall be furnished promptly to all other Offerors as an amendment or addendum to this RFP if in the sole discretion of the Department that information is necessary in proffering submissions or if the lack of it would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before the award of the contract shall not be binding.

Requests should be directed to Kara Robbins at the address listed in Section F.1 no later than 4:00pm on July 11, 2013, 2013. The person making the request shall be responsible for prompt delivery.

F.4 Protests

All protests alleging defects in this solicitation shall be governed by Section 4734 of the Department's Procurement Regulations (27 DCMR § 4734); provide a clear and concise statement of the legal and factual grounds of the protest, including copies of relevant documents, and citations to statutes, regulations or solicitation provisions claimed to be violated; and, be filed in writing with the District of Columbia Contracts Appeals Board ("CAB"), pursuant to title X of the Procurement Practices Reform Act of 2010 ("PPRA") (D.C. Official Code § 2-360.01 *et seq.*). Protests alleging defects in this solicitation, which are apparent prior to bid openings, must be filed prior to the time set for receipt of submissions. If an alleged defect does not exist in this initial RFP, but was later incorporated by an amendment or addendum, a protest based on that defect must be filed before the next closing time

established for proffering submissions. In all other cases, protests shall be filed not later than ten (10) business days after the basis of protest is known or should have been known, whichever is earlier. To expedite handling of protests, forward courtesy copies of protests to the Department's Chief Contracting Officer ("CCO") with "Protest" labeled on the envelope.

This section is intended to summarize the bid protest procedures and is for the convenience of the Offerors only. To the extent any provision of this section is inconsistent with the Procurement Regulations the more stringent provisions shall prevail.

F.5 Contract Award

This procurement is being conducted in accordance with the provisions of Section 4712 of the Department's Procurement Regulations (27 DCMR § 4716).

F.6 Retention of Submissions

All submissions shall be retained by the Department and therefore shall not be returned to the Offerors. With the exception of proprietary financial information, the submissions shall become the property of the Department and the Department shall have the right to distribute or use such information as it determines.

F.7 Examination of Submissions

Offerors are expected to examine the requirements of all instructions (including all amendments, addenda, attachments and exhibits) in this RFP. Failure to do so shall be at the sole risk of the Offeror and may result in disqualification.

F.8 Late Submissions: Modifications

F.8.1 Any submission or best and final offer received at the office designated in this RFP after the exact time specified for receipt shall not be considered.

F.8.2 Any modification of a submission, including a modification resulting from the CCO's requests for best and final offers, is subject to the same conditions as in F.8.1 stated above.

F.8.3 The only acceptable evidence to establish the time of receipt at the Department's office is the time-date stamp of such installation on the submission wrapper or other documentary evidence of receipt maintained by the installation.

F.8.4 Notwithstanding any other provisions of this Request for Proposals to the contrary, a late modification of an otherwise successful submission which makes its terms more favorable to the Department may be considered at any time it is received and may be accepted.

F.8.5 Submissions shall be irrevocable and remain in full force and effect for a period not less than 120 days after receipt of submissions.

F.9 No Compensation for Preparation of Submissions

The Department shall not bear or assume any financial obligations or liabilities regarding the preparation of any submissions submitted in response to this RFP, or prepared in connection therewith,

including, but without limitation, any submissions, statements, reports, data, information, materials or other documents or items.

F.10 Rejection of Submissions

The Department reserves the right, in its sole discretion:

- (a) To cancel this solicitation or reject all submissions.
- (b) To reject submissions that fail to prove the Offeror's responsibility.
- (c) To reject submissions that contain conditions and/or contingencies that in the Department's sole judgment, make the submission indefinite, incomplete, otherwise non-responsive, or otherwise unacceptable for award.
- (d) To waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to any Offeror.
- (e) To take any other action within the applicable Procurement Regulations or law.
- (f) To reject the submission of any Offeror that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals.

F.11 Limitation of Authority

Only a person with prior written authority from the CCO shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clauses or conditions of the contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this RFP is not effective or binding unless made in writing and signed by the CCO or its authorized representative.

F.12 Non-Responsive Pricing

In general, the Department will consider a proposal non-responsive if Offeror's price is greater than 150% of the median price submitted by other Offerors. The Department reserves the right to deem a proposal non-responsive if Offeror's price is greater than 150% of the independent government estimate.

SECTION G INSURANCE REQUIREMENTS

G.1 Required Insurance

The Contractor will be required to maintain the following types of insurance throughout the life of the contract.

G.1.1 The Contractor agrees to carry public liability insurance in such amounts as shown below, to pay all the premiums thereon when due, and to cause such insurance to include DGS (as defined in the contract) as additional insured thereunder (with respect to the Contractor’s operations only). Notwithstanding anything to the contrary contained in these Insurance Requirements, the Contractor shall comply with the insurance obligations contained in the Parking Covenants (Attachment B), maintain such greater levels of insurance than identified below that are required by Parking Covenants.

Commercial General Liability	\$3,000,000 combined single limits each occurrence for bodily injury and property damage.
Umbrella Excess Coverage	\$10,000,000
Garage Keeper’s Legal Liability	\$10,000,000 combined single limit each occurrence
Crime: Policy Limits	\$50,000 commercial blanket \$50,000 broad form money inside \$50,000 broad form money outside
Workers Compensation: Policy Limits	Coverage A – Statutory Coverage B - \$100,000

G.1.2 Commercial General Liability Insurance shall additionally name each of the other unit owners in the DC USA Condominium, the Parking Operations Committee (as defined in the Parking Covenants), the Contractor of the DC USA Condominium, the holder of the Mortgage (as defined in the Scope of Work) and the Association as additional insured’s at limits fixed by the Association pursuant to the Condominium Documents. DGS may require the Contractor to obtain such additional insurance coverage or additional limits of insurance for existing insurance coverage if required by the Parking Covenants or Condominium Documents. The Contractor shall have no obligation to maintain the elevators serving the Parking Facility, or obligation to obtain and maintain insurance related to the use and operation of the same.

G.1.3 All insurance coverages are subject to a deductible amount to not exceed \$2,500.00 except Worker’s Compensation which deductible shall be \$0, and insurance for stolen vehicles, which deductible shall be \$5,000. The deductible amounts and insurance premiums may be changed upon 60 days written notice to DGS. The payment of the deductible amount will be considered an Operating

Expense of the Parking Facility. It is understood that the liability policies carried by the Contractor as noted above do not provide coverage for any claim pertaining to security issues or services. Any losses not covered by the above insurance shall constitute expenses of DGS. The Contractor shall deliver certificated of insurance as evidence of all insurance policies required hereunder by the Contractor to DGS within ten (10) days of request by DGS.

G.2 Additional Insureds.

Each insurance policy shall be issued in the name of the Contractor and shall name as additional insured the Department and the District of Columbia and shall not be cancelable or reduced without thirty (30) days' prior written notice to the Department.

The District of Columbia is self-insured.

G.3 Waiver of Subrogation

All such insurance shall contain a waiver of subrogation against the Department and the District of Columbia, and their respective agents.

G.4 Strength of Insurer

All insurance shall be placed with insurers with an A.M. Best's rating of not less than A-(Excellent) and a surplus size of not less than XV. All such insurers shall be licensed/approved to do business in the District of Columbia.