

[Contractor’s Letterhead]

[DATE]

Mr. Franklin Austin
 Contracting Officer
 District of Columbia Department of General Services
 1250 U Street, NW, 3rd Floor
 Washington, DC 20009

Reference: Invitation for Bid - DCAM-20-CS-IFB-0002
 Construction of the Office of State Superintendent of Education Division of Student
 Transportation (OSSE DOT)

Dear Mr. Austin:

On behalf of [INSERT NAME OF BIDDER] (the “Bidder”), I am pleased to submit this bid in response to the Department of General Services’ (the “Department” or “DGS”) Invitation for Bid (the “IFB”) for Construction of the Office of State Superintendent of Education Division of Student Transportation (OSSE DOT). The Bidder has reviewed the IFB and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the “Bid Documents” or “Contract Documents”) and has conducted such due diligence and analysis as the Bidder, in its sole judgment, has deemed necessary in order to submit its bid in response to the IFB. The Bidder’s bid and the Lump Sum Prices are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents. (Collectively, the bid and the Lump Sum Prices are referred to as the “Bidder’s Bid”.)

The Bidder’s Bid is as follows:

CLIN	DESCRIPTION	Lump Sum Price
001	To provide construction services for the construction of the Office of State Superintendent of Education Division of Student Transportation (OSSE DOT) W Street NE Bus Terminal (the “Project”) and Relocated Operations of OSSE DOT 5th Street NE Terminal, in accordance to the Drawings and Specifications (Attachment J.1). The Firm Fixed Price shall also include sufficient funding to fund items that are not specifically identified on the Drawings and Specifications, but which are reasonably inferable therefrom.	\$ _____
002	Insurance	\$ _____
003	Phase I Allowance	
003.1	IT Requirements	\$35,000.00
003.2	Furniture, Fixtures, Equipment	\$400,000.00

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 J.2 – Form of Offer Letter and Bid Form
 Construction of the OSSE DOT

003.3	Site Office	\$1,100,000.00
004	Phase II Allowance	
004.1	IT Requirements	\$335,000.00
004.2	Furniture, Fixtures, Equipment	\$700,000.00
	LUMP SUM PRICE	\$ _____

LUMP SUM PRICE IN WORDS:

ADD/ALT Cost

CLIN	DESCRIPTION	Lump Sum Price
005	ADD/ALT. “Though the construction performance period is 24 calendar months, bidders must provide as an ADD/ALT, cost to reduce this construction completion duration by 6 calendar months; that is to finish completion of work in 18 calendar months.”	\$ _____
	ADD/ALT LUMP SUM PRICE	\$ _____

The Bidder shall submit a completed Price Breakdown Form (**Exhibit 1**) for the Construction of the Office of State Superintendent of Education Division of Student Transportation (OSSE DOT) providing the price for each Division Component. In the event of discrepancies between or among the Lump Sum Prices and the Price Breakdowns of each Division Component, the Lump Sum Prices shall control.

The Bidder’s Bid is based on and subject to the following conditions:

1. The Bidder agrees to hold its bid open for a period of at least one hundred twenty (120) days after the RFTOP closing date.
2. Assuming the Bidder is selected by the Department and subject only to the changes requested in paragraph 5, the Bidder agrees to enter into a contract with the Department on the terms and conditions described in the Bid Documents within ten (10) days of the notice of the award.
3. Both the Bidder and the undersigned represent and warrant that the undersigned has the full legal authority to submit this bid form and bind the Bidder to the terms of the Bidder’s bid. The Bidder further

represents and warrants that no further action or approval must be obtained by the Bidder in order to authorize the terms of the Bidder's bid.

4. The Bidder and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a bid in response to the IFB in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a bid in response to the IFB; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.

5. The Bidder hereby certifies that neither it nor any of its team members have entered into any agreement (written or oral) that would prohibit any contractor, subcontractor or subconsultant that is certified by the District of Columbia Office of Department of Small and Local Business Enterprises as a Local, Small, Resident Owned or Disadvantaged Business Enterprise (collectively, "LSDBE Certified Companies") from participating in the work if another company is awarded the contract.

6. This Form of Offer Letter and Bid Form are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, and AND STATE OF FORMATION FOR THE BIDDER].

Sincerely,

Company: _____

Name: _____

Title: _____

Date: _____

Signature: _____

Exhibit 1—Price Breakdown Form:

Construction of the OSSE DOT – CLIN -001		
DIVISION NO.	DESCRIPTION	DIVISION COST
Div. 01	General Requirements	
Div. 02	Existing Conditions (incl. abatement/demo)	
Div. 03	Concrete	
Div. 04	Masonry	
Div. 05	Metals	
Div. 06	Woods and Plastics	
Div. 07	Thermal and Moisture Protection	
Div. 08	Openings	
Div. 09	Finishes	
Div. 10	Specialties	
Div. 11	Equipment	
Div. 12	Furnishings	
Div. 13	Special Construction	
Div. 14	Conveying Systems	
Div. 21	Fire Suppressions	
Div. 22	Plumbing	
Div. 23	Heating, Ventilation and Air Conditioning	
Div. 26	Electrical	
Div. 27	Communications	
Div. 28	Electronic Safety and Security	
Div. 31	Earthwork	
Div. 32	Exterior Improvements	
Div. 33	Utilities	
	Lump Sum Price:	\$ _____

Price Breakdown Form (Insurance):

INSURANCE COST – CLIN 002		
Item No.	DESCRIPTION	COST
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
	Total Price:	\$ _____

The Bidders are required to provide the breakdown of the insurance cost in the above table.