

ATTACHMENT M
NOTICE TO PROCEED AND LETTER CONTRACT
(WILL BE PROVIDED VIA ADDENDUM)

ATTACHMENT N
BID GUARANTEE CERTIFICATION

Certification Letter for Cashier's Check or Irrevocable Letter of Credit

Offerors who submit a cashier's check or an irrevocable letter of credit ("Alternate Bid Security") in lieu of a bid bond must also submit this certification, properly notarized, with their proposal. By executing this document, Offeror acknowledges that, if awarded this contract, Offeror shall be required to post promptly a payment and performance bond equal to the full value of the contract. In the event Offeror fails to post such payment and performance bond, the Offeror understands and agrees that; (i) the Department shall draw upon the Alternate Bid Security as liquidated damages; (ii) the award and or contract shall be terminated; (iii) for a period of two (2) years thereafter, the Department will not accept from such Offeror Alternate Bid Security in lieu of a bid bond; and (iv) the Offeror hereby waives the right to protest the termination of any such award or contract. The Offeror further acknowledges and agrees that the damages the Department would experience in the event such award or contract are terminated due to the Offeror's failure to post a payment and performance bond are difficult to determine and that the value of the Alternate Bid Security represents a reasonable estimate of the damages the Department would incur.

By: _____
Name: _____
Title: _____
Date: _____

District of Columbia) ss:

On the ____ day of _____, 2016, before me, a notary public in and for the District of Columbia, personally appeared _____, who acknowledged himself/herself to be _____ of _____, and that he/she as such, being authorized to do so, executed the foregoing instrument for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

Notary Public
My Commission Expires: _____

ATTACHMENT O
CONFLICT OF INTEREST DISCLOSURE STATEMENT

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Offeror's Name: _____ ("Offeror(s)")

Offeror's attention is directed to **Section 4705** and **Section 4707** of the Department of General Services Procurement Rules for Construction and Related Services regarding organizational conflicts of interest ("Organizational Conflicts of Interest"). Offerors are advised that certain firms will not be allowed to participate in the Project or on any Offeror's team for the Project because of their work with the Department in connection with the Project procurement.

(Initially capitalized terms not otherwise defined herein shall have the meanings set forth in the Agreement or the RFP).

Required Disclosure of Conflicts

In the space provided below identify all relevant facts relating to past, present, or planned interest(s) of the Offeror's team (including the Offeror, principal/major participants, proposed subconsultants and proposed subcontractors, and their respective chief executives, directors, and other key personnel for the Project) which may result, or could be viewed as, an Organizational Conflict of Interest in connection with the RFP.

Offeror should disclose: (a) any current contractual relationships with the Department, (b) any past, present, or planned contractual or employment relationships with any officer or employee of Department, and (c) any other circumstances that might be considered to create a financial interest in the Agreement by any Department member, officer or employee if Offeror is awarded the Contract. Offeror should also disclose matters such as having directors in common with any of the individuals or entities involved in preparing the RFP. Offeror should also disclose contractual relationships (i.e. Joint Ventures) with any of the individuals or entities involved in preparing the RFP, as well as relationships wherein such individual or entity is a contractor or consultant (or subcontractor or subconsultant) to Offeror or a member of Offeror's team. The foregoing is provided by way of example, and shall not constitute a limitation on the disclosure obligations.

Certification

The undersigned hereby certifies that, to the best of his or her knowledge and belief, no interest exists that is required to be disclosed in this Conflict of Interest Disclosure Statement, other than as disclosed above.

Signature

Name

Title

Company Name

_____, 20__
Date

ATTACHMENT P
RELEASE OF LIEN FORMS

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



RELEASE OF LIEN

Project Name:

Contract No.:

Task Order No.:

Work Performed:

Contract Date:

Contract Amount:

Date:

Release of Liens:

The undersigned (insert Consultant/Contractor), has been paid partial payments totaling the sum of (insert net amounts), which is _____% of the current contract value, in accordance with the contract terms for the above referenced project, and hereby indemnifies, waives, releases and holds the District of Columbia harmless for the above referenced project, including all claims, right to liens, and stop work notices upon said premises or the improvements thereon under the statutes of the jurisdiction in which the project is located.

In consideration of this payment due in the net amount of insert net amount due, in accordance with contract terms for the above referenced project. Hereby indemnifies, waives, and releases the District of Columbia for the above referenced project. All claims, right to liens, stop work notices upon said premises or the improvements thereon under the statutes of the jurisdiction in which the project is located.

The undersigned further represents and warrants, as of this date, that he/she is duly authorized to sign and execute this Release of Liens on behalf of (insert Consultant/Contractor); that (insert Consultant/Contractor) has properly performed all work in accordance with the Contract Documents and that all consultants, subcontractors or material men have been paid for all labor, including fringe benefits, workers compensation, materials, equipment, services, taxes, insurance premiums, and bonds (if required), and that any materials supplied to or incorporated in this project were taken from fully paid or open stock with any exceptions noted below.

This letter must be signed and notarized below by authorized individuals.

Insert Consultants /Contractors name: _____

By: _____

Print Name: _____

Title: _____ Date: _____

DISTRICT OF COLUMBIA) ss

I, a Notary Public in and for the District of Columbia, hereby certify that, on this ___ day of
, 20____, personally appeared before me _____, known to me (or satisfactorily
proven) to be the person who executed the foregoing Final Release of Liens and Claims, as
of (insert Consultant/Contactor name) who acknowledged having done so for the purposes therein
contained.

IN WITNESS WHEREOF, I have set my hand and official seal.

Notary Public, D.C.

My commission expires: _____

[NOTARIAL SEAL]

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



FINAL RELEASE OF LIENS AND CLAIMS

Project Name:

Contract No.:

Task Order No.:

Work Performed:

Contract Date:

Contract Amount:

Date:

Final Release of Liens and Claims:

The undersigned (insert Consultant/Contractor name), in consideration of payments received and upon receipt of the amount of a final payment of \$ _____ hereby indemnifies, waives, releases, and holds the District of Columbia harmless for the above referenced project, including all claims, right to liens, terminations, and stop notices upon said premises or the improvements thereon under the statutes of the jurisdiction in which the project is located.

The undersigned further represents and warrants, as of this date, that he/she is duly authorized to sign and execute this Release of Final Liens and Claims on behalf of (insert Consultant /Contractor); that (insert Consultant /Contractor) has properly performed all work and furnished all materials of the specified quality in accordance with all contract documents in an acceptable workmanlike manner to the Department of General Services/Construction Division, District of Columbia and that (insert Consultant /Contractor) has paid for all labor, including fringe benefits and workers compensation, all materials, equipment, services, taxes, insurance premiums, and bonds (if required) and that any materials supplied to or incorporated in this project have been paid.

(Insert Consultant/Contractor) is executing this Final Release of Liens and Claims for the express purpose of inducing the District to make final disbursement and payment to (insert Consultant/Contractor name) of \$ _____.

This letter must be signed and notarized below by authorized individuals.

Insert Consultants /Contractors name: _____

By: _____

Print Name: _____

Title: _____ Date: _____

DISTRICT OF COLUMBIA) ss

I, a Notary Public in and for the District of Columbia, hereby certify that, on this ___ day of
, 20____, personally appeared before me _____, known to me (or satisfactorily
proven) to be the person who executed the foregoing Final Release of Liens and Claims, as
of (insert Consultant/Contactor name) who acknowledged having done so for the purposes therein
contained.

IN WITNESS WHEREOF, I have set my hand and official seal.

Notary Public, D.C.

My commission expires: _____

[NOTARIAL SEAL]

ATTACHMENT Q
BUILDING INFORMATION MODELING (BIM) REQUIREMENTS

ATTACHMENT Q

BIM REQUIREMENTS - CONSTRUCTION MANAGER @ RISK CONTRACT

PART 1 – GENERAL

Section 1.1. SUMMARY

1.1.1. This document establishes general and administrative requirements pertaining to Building Information Modeling (BIM) to meet Facilities Information Management (FIM) expectations for projects of various sizes and delivered under various contracting methodologies.

1.1.2. BIM practices require cooperation and involvement of all parties throughout the project delivery process, regardless of the delivery method being used for a given project.

1.1.3. BIM practices encompass and coordinate traditionally separate functions of design and construction in order to assemble all related building information into one Project Information Matrix that will provide the information needed to efficiently operate and maintain the facility once Substantial Completion has been achieved and the Project has been turned over to the Owner.

1.1.4. It is of primary concern that all building modeling and facility information developed during the design and construction of the Project be timely and efficiently developed, maintained and exchanged from initiation of the Project through Final Completion in accord with all Contract Documents and with Owner's operational and maintenance needs. Throughout the Project lifecycle, the A/E and the Contractor are expected to systematically demonstrate to the Owner that all building and system information is current to the extent that it can be at a given time during the design and construction process.

1.1.5. It shall be the responsibility of the Contractor and each of its Subcontractors, to have or obtain, at their cost, the trained personnel, hardware, and software necessary to successfully fulfill their respective obligations as set forth in the mutually developed BIM Execution Plan.

Section 1.2. COORDINATION, DATA VALIDATION AND TRANSFER

1.2.1. BIM Team

1.2.1.1. Owner's Members

1.4.1.1.1. Representatives assigned by Owner's Designated Representative,

1.4.1.1.2. A/E, including A/E and sub-consultant BIM manager(s), except for projects implemented with design-build methodology.

1.4.1.1.3. Test, Adjust and Balance Firm (TAB): the owner may engage a Test Adjust and Balance firm for the project under a separate contract. When engaged for the project, the TAB firm shall be a part of the BIM team and shall provide services as set forth in the specifications and its separate contract.

1.2.1.2. Contractor's Members

1.2.1.2.1. Individuals, each having authority to act on behalf of the entity they represent, explicitly organized to implement all BIM and FIM activities through coordinated actions.

1.2.1.2.2. Representatives of Contractor, including but not limited to

1.2.1.2.3. Contractor's project manager,

1.2.1.2.4. Contractor's BIM Coordinator

1.2.1.2.6. Subcontractors as needed for Contractor to fulfill its BIM obligations

1.2.1.2.7. Equipment suppliers, as needed for Contractor to fulfill its BIM obligations

1.2.2. Scheduling

1.2.2.1. Design (Preconstruction) Phase

1.4.2.1.1. For projects implemented using the competitive sealed proposal, construction manager-at-risk, or job order contracting methodology, the A/E shall integrate all BIM activities into its Project Work Plan and the design schedule.

1.4.2.1.2. For projects implemented using the construction manager-at-risk or design- build methodology, the Contractor shall integrate all BIM activities into the Baseline Schedule and the Work Progress Schedule and shall ensure that BIM requirements are clearly set forth in all solicitation documents used to select subcontractors or suppliers for the Project. All parties will address scheduling problems and make necessary notifications in a timely manner to expedite all BIM activities.

1.2.2.2. Construction Phase

1.4.2.2.1. Contractor shall integrate all BIM activities into the Baseline Schedule and the Work Progress Schedule. All parties will address scheduling problems and make necessary notifications in a timely manner to expedite all BIM activities.

1.4.2.2.2. Contractor shall provide the initial schedule of primary BIM activities at the project kick-off meeting. Prior to the start of Schematic Design, Contractor shall have incorporated and integrated all BIM activities into the Baseline Schedule and Work Progress Schedule with appropriately linked predecessors and successors.

1.2.3 Data Validation

1.2.4.1 Model data validation (Design thru As-Builds) shall occur during the Schematic Design, Design Development, Construction Document and As-Build Stages.

1.2.4 Data Transfer

1.2.5.1 Model Data Transfer (Design and As-Build) Phases. Upon Transfer from the A/E team to the Builder, the Builder is responsible for field verification of all model representations, dimensions, element sizes, shape, location, quantity and orientation. Non-graphic information may also be attached to the Model Elements.

SECTION 1.3. ROLES AND RESPONSIBILITIES

1.3.1. Roles and responsibilities of BIM Team members are set forth below to help to clarify Owner's expectations with respect to the BIM and FIM processes.

1.3.2. Owner's Role and Responsibilities:

1.5.2.1. Provide specifications related to the format and content for the Project Information Matrix. These specifications are to include the identification of Tier 1. Data and Tier 2 Data required for the Project.

1.5.2.2. Provide initial direction as to the extent the BIM is to be used on the Project. BIM Level to be used on the Project.

1.5.2.3. Approve the BIM Execution Plan and A/E's and Contractor's schedules for completing all BIM activities.

1.5.2.4. Participate in BIM Team meetings.

1.5.2.5. Review and validate adequacy of Building Model development and project data collection.

1.3.3. Contractor's Role and Responsibilities:

1.3.3.1. Receive from A/E and assume lead responsibility for the BIM Execution Plan, the Building Model and the Project Information Matrix.

1.3.3.2. Administer updates to the BIM Execution Plan, the Building Model and the Project Information Matrix with the intent that all BIM-FIM Team members will have up-to-date information as the Project progresses.

1.3.3.3. Provide an individual, subject to Owner's approval, experienced in Building Information Modeling to document changes to Building Model and complete the implementation of the BIM Execution Plan. The Contractor shall assign this individual to act as the BIM Coordinator, who may have additional duties such as MEP Coordinator, but shall not be Contractor's project manager or superintendent. Contractor shall submit qualifications demonstrating the BIM Coordinator's technical

expertise and experience to the Owner for approval. In the event that Contractor chooses to subcontract its BIM obligations, Contractor must submit the name and qualifications of the proposed subcontractor for Owner's approval.

1.3.3.4. Ensure that Building Modeling activities are incorporated into the Baseline Schedule and the Work Progress Schedule.

1.3.3.5. Schedule and conduct periodic meetings with Subcontractors and equipment suppliers related to BIM to ensure the Building Model and the Project Information Matrix are being routinely and accurately updated.

PART 2- EXECUTION

SECTION 2.1 BIM EXECUTION PLAN

2.1.1. Throughout its development, efforts shall be made to align the responsibilities set forth in the BIM Execution Plan with the skills customarily contributed by each party associated with the Project. The BIM Execution Plan shall be considered as a "living document" that is to be updated and refined throughout the life of the Project and shall be available for review and verification by Owner at any time.

2.1.2 To the extent practical, the BIM Execution Plan shall minimize redundant efforts in favor of a single, organized approach to all activities required to successfully complete the BIM- FIM process.

It shall also identify and specify;

2.1.2.1 The extent to which Building Model(s) are to be used on the Project.

2.1.2.2 Describe the BIM-related responsibilities of all project stakeholders

2.1.2.3 Specify the due date for each BIM deliverable

2.1.2.4 Address all required BIM uses for the project, including but not limited to:

1. BIM-based design
2. 2D deliverables extracted from the BIM
3. 3D visualization for stakeholder/customer communication
4. BIM-based spatial validation
5. Automated clash detection
6. BIM-based collaborative design reviews
7. BIM and COBie data updates in the construction phase
8. IFC export tools and mapping document

2.1.2.5. The drawings to be generated from the Building Model(s) and the process(es) to be used for generating two-dimensional drawings from the Building Model(s) to ensure that all generated drawings adhere to Owner's CAD standards drawing structure, content, data elements and delivery as defined in the Owner's Design Guidelines.

2.1.3. Development and Refinement and implementation of the BIM Execution Plan shall be included as an agenda item for all Project Team meetings throughout the Construction Phase of the Project. When and as appropriate, the discussion items shall include, as a minimum;

2.1.3.1. The status of the refinement of, and any updates to, the BIM-FIM Execution Plan,

2.1.3.2. The identification of any issues related to the timing for exchanging information between the various Building Models and the timing and the means and methods for entering information into the Project Information Matrix,

2.1.3.3. The Level of Development of each of the Building Models,

2.1.3.4. The Depth of Detail for information within the Building Models and for information to be entered into the Project Information Matrix,

2.1.3.5. The status of the development and implementation of the CMMS Integration Process.

SECTION 2.2 EXTRACTED DATABASE

2.2.1 Unless Owner specifically agrees otherwise, all data input into the model(s) or CAD drawings shall be extracted from its various sources and delivered in a single Microsoft Access database. This Extracted Database shall include:

2.2.1.1 Equipment data gathered during the course of design and construction that is related to equipment listed in the PIM, but for which a data field does not exist within the PIM. This data may or may not physically reside with a table or schedule located within the drawings or specifications.

2.2.1.2 Fixed equipment data gathered during the course of design and construction that is not associated with equipment listed in the PIM (e.g. manufacturer's maintenance information related to sinks, faucets, emergency showers, light fixtures, life safety items, etc.). This data may or may not physically reside with a table or schedule located within the drawings or specifications.

2.2.1.3 Data related to all fixed architectural and finish features (e.g. manufacturer's maintenance information related to doors, hardware, finishes, glazing, etc.). This data may or may not physically reside with a table or schedule located within the drawings or specifications.

2.2.1.4 All information that is contained within a schedule or table located within the drawings.

2.2.1.5 All information contained within a schedule or table within the specifications.

SECTION 2.3 DOCUMENT INDEX

2.3.1 An index shall be included with each document delivery. The document index shall be in the form of a Microsoft Excel spreadsheet and shall identify every file included in the delivery. Identification information shall include;

2.3.1.1 Owner's project number.

2.3.1.2 Owner's project name.

2.3.1.3 File name.

2.3.1.4 File description.

2.3.1.5 Identity of the file authoring entity (i.e. who generated the file A/E, consultant, Contractor, Subcontractor).

2.3.1.6 Cross references to any required support files.

SECTION 2.4 LASER SCANS

2.4.1 Laser scan deliverables shall be in the form of three-dimensional models or two-dimensional drawings as set forth below in the BIM-FIM Deliverables section of this document and the final point cloud file generated by the laser scan used to create the models or drawings.

SECTION 2.5 RECORD DOCUMENTS

2.5.1 Unless Owner specifically directs or agrees otherwise, A/E and Contractor shall provide all Project Record Documentation as defined in the Definitions section of this document. When any questions arise as to whether documentation, electronic or hard copy, should be considered

SECTION 2.6 STANDARDS AND REQUIREMENTS

2.6.1 The National BIM Standard (NBIMS) is an open source standard for BIM. Major products of NBIMS are the Information Exchanges (i.e.) which define a purpose, components and attributes for BIM development. Industry Foundation Classes (IFC) are documented in NBIMS information exchanges.

2.6.2 National CAD Standard (NCS)- NBIMS is incorporating the National CAD Standards with BIM to support drawing production and publishing or construction documents. DGS can review and update its Drawing and Publishing Requirements as necessary.

2.6.3 Construction Specification Institute – Omniclass is a faceted building information classification made up of interrelated tables that define the built environment.

2.6.4 Unifomat and MasterFormat- The use of Unifomat and OmniClass will be defined in the BIMxP for the project. Cost Estimation is delivered in Unifomat II in the Study Phases and in both Unifomat II to Level 3 and CSI MasterFormat in the Design Phase.

SECTION 2.7 METRICS

DGS project teams should also determine the metrics by which to measure the success of an implemented 3D, 4D, and BIM applications. Metrics typically compare the traditional way of work with the 3D-4D-BIM way of work. These metrics should stem from the business needs and evaluate how implementation of a given technology

provides a value-added service. For example, if a project team was using a 3D geometric model for MEP coordination and clash detection, one metric would be to measure the number of clashes found in the design stage and to compare this with the typical number of clashes found in the design stage on other similar projects. Other metrics may include:

- a. Planning and design time
- b. Value-engineering magnitude
- c. Number of errors and omission
- d. Number of change-orders
- e. Construction duration
- f. Design costs
- g. Construction costs
- h. Operation costs
- i. Maintenance costs

DGS project teams should regularly evaluate the 3D-4D-BIM project based upon the metrics established during implementation planning. In addition, lessons learned and applicable project data should be captured in order to develop best practices for future projects. This is the best way to ensure sustaining success for both current and future 3D-4D-BIM projects.

SECTION 2.8 BIM-FIM DELIVERABLES

2.8.1 The BIM-FIM deliverables shall be set forth in the BIM Execution Plan and are based upon this Project requirements. All files delivered in portable document file (pdf) format shall be searchable (i.e. “smart” or “vector” pdf’s). Unless Owner expressly agrees otherwise the deliverables for each Project type shall be as follows:

2.8.1.1 Project Deliverables

2.8.1.1.1 BIM Execution Plan

2.8.1.1.2 Project Information Matrix

2.8.1.1.3 Design Model(s) – in the most current release of Autodesk REVIT. In order to achieve maximum usage of the deliverables for Post Construction Facilities Management purposes the following modelling guidelines shall be adhered to unless owners BIM representative agrees otherwise.

2.8.1.1.4 A/E and consultants shall utilize REVIT to generate all final as-build construction models.

2.8.1.1.5 Construction Model(s) – in the most current release of Autodesk REVIT. In order to achieve maximum usage of the deliverables for Post Construction Facilities Management purposes the following modelling guidelines shall be adhered to unless owners BIM representative agrees otherwise.

2.8.1.1.6. Contractor and subcontractors shall utilize REVIT to generate all final as-build construction models.

2.8.1.1.7. All physical items that are documented in a table, schedule, list, external spreadsheet/database, submittal, RFI, ASI, etc. that pertain to final completion of the project will be required to be represented within the model as a 3-D object with inherent parameters or as part of a property set, etc.

2.8.1.1.8 Laser Scans – Laser Scans shall be delivered in 3-D REVIT models as well as the final Point Cloud file from which the model (s) were generated.

2.8.1.1.9. Media Type and Format - All models, drawings, submittals, RFI’s, Spreadsheets, databases, and any other deliverable shall be provided to the owner on a Windows 10 compatible USB 2.0 “Plug and Play” portable hard drive. BIM shall be submitted in both the native file format of the BIM authoring tool and in industry foundation classes (IFC) format.

SECTION 2.9 HARDWARE AND SOFTWARE

2.9.1 DGS will require the following Autodesk software for the design and construction phase of this project. (Five (5) licenses). Subscriptions to be provided by the Construction Manager @ Risk.

- Autodesk Revit 2018 or higher*

- Autodesk Navisworks Manage 2018 or higher*

By following this BIM standard, DGS and chosen contractors will use industry standard technology from Autodesk. Upon project completion, documents and license agreements will be turned over to DGS.

2.9.2 DGS will required five (5) new Dell Semi-tough computer tablets for use by the owner's representatives. Accessories should include keyboards (5) and stylus pens (5).

SECTION 2.10. OWNERSHIP AND RIGHTS DATA

2.10.1 For all DGS projects, DGS has ownership and rights to all data and other deliverables developed and provided by the A/E in accordance with the applicable provisions of the A/E contract. These rules extend to Building Information Models and associated data developed for DGS projects.

ATTACHMENT R
CERTIFICATION TO FURNISH PERFORMANCE & PAYMENT BOND

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Certification to Furnish Performance & Payment Bond

Dear Sir/Madam:

By virtue of this notice, _____ hereby certify, that we will furnish the required Performance & Payment Bond in the amount of the submitted bid or a maximum of _____ dollars if _____ (General Contractor) is successfully awarded the contract for the _____.

This required Bond shall be furnished in compliance with the stipulations of the contract document. This guarantee shall remain valid and irrevocable for a period of one hundred and twenty (120) days from the date of bid submission.

IN WITNESS WHEREOF, we have hereunto set our hands with the intent to be legally binding.

Name of agent: _____

Address of agent: _____

Contact Phone: _____ Email: _____

Type or Print Name

Signature

PLEASE NOTE: The person affixing his/her signature herein MUST be authorized to sign for the company.

Sworn to before me this _____ day of _____ 20____

Notary Public

My commission expires

ATTACHMENT S
EEO POLICY STATEMENT

CONTRACTOR'S LETTERHEAD

EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT

_____ SHALL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF ACTUAL OR PERCEIVED: RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, GENETIC INFORMATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS.

_____ AGREES TO AFFIRMATIVE ACTION TO ENSURE THAT APPLICANTS ARE EMPLOYED, AND THAT EMPLOYEES ARE TREATED DURING EMPLOYMENT WITHOUT REGARD TO THEIR ACTUAL OR PERCEIVED: RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, GENETIC INFORMATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. THE AFFIRMATIVE ACTION SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING: (A) EMPLOYMENT, UPGRADING, OR TRANSFER; (B) RECRUITMENT OR RECRUITMENT ADVERTISING; (C) DEMOTION, LAYOFF, OR TERMINATION; (D) RATES OF PAY, OR OTHER FORMS OR COMPENSATION; AND (E) SELECTION FOR TRAINING AND APPRENTICESHIP.

_____ AGREES TO POST IN CONSPICUOUS PLACES THE PROVISIONS CONCERNING NON-DISCRIMINATION AND AFFIRMATIVE ACTION.

_____ SHALL STATE THAT ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT PURSUANT TO SUBSECTION 1103.2 THROUGH 1103.10 OF MAYOR'S ORDER 85-85; "EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS IN CONTRACTS."

_____ AGREES TO PERMIT ACCESS TO ALL BOOKS PERTAINING TO ITS EMPLOYMENT PRACTICES, AND TO REQUIRE EACH SUBCONTRACTOR TO PERMIT ACCESS TO BOOKS AND RECORDS.

_____ AGREES TO COMPLY WITH ALL GUIDELINES FOR EQUAL EMPLOYMENT OPPORTUNITY APPLICABLE IN THE DISTRICT OF COLUMBIA.

_____ SHALL INCLUDE IN EVERY SUBCONTRACT THE EQUAL OPPORTUNITY CLAUSES, SUBSECTION 1103.2 THROUGH 1103.10 SO THAT SUCH PROVISIONS SHALL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

AUTHORIZED OFFICIAL AND TITLE

DATE

AUTHORIZED SIGNATURE NAME

FIRM/ORGANIZATION

CONTRACTOR'S LETTERHEAD

ASSURANCE OF COMPLIANCE WITH EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS
MAYOR'S ORDER 85-85, EFFECTIVE JUNE 10, 1985, AND THE RULES IMPLEMENTING MAYORS
ORDER 85-85, 33 DCR 4952, (PUBLISHED AUGUST 15, 1986), "ON COMPLIANCE WITH EQUAL
OPPORTUNITY REQUIREMENTS IN DISTRICT GOVERNMENT CONTRACTS," ARE HEREBY INCLUDED AS
PART OF THIS BID/PROPOSAL. THEREFORE, EACH BIDDER/OFFEROR SHALL INDICATE BELOW THEIR
WRITTEN COMMITMENT TO ASSURE COMPLIANCE WITH MAYOR'S ORDER 85-85 AND THE
IMPLEMENTING RULES. FAILURE TO COMPLY WITH THE SUBJECT MAYOR'S ORDER AND THE
IMPLEMENTING RULES SHALL RESULT IN REJECTION OF THE RESPECTIVE BID/PROPOSAL.

I, _____, THE AUTHORIZED REPRESENTATIVE OF
_____, HEREINAFTER REFERRED TO AS "THE
CONTRACTOR," CERTIFY THT THE CONTRATOR IS FULLY AWARE OF ALL OF THE PROVISIONS OF
MAYOR'S ORDER 85-85, EFFECTIVE JUNE 10, 1985, AND OF THE RULES IMPLEMENTING MAYOR'S
ORDER 85-85, 33 DCR 4952. I FURTHER CERTIFY AND ASSURE THAT THE CONTRACTOR WILL FULLY
COMPLY WITH ALL APPLICABLE PROVISIONS OF THE MAYOR'S ORDER AND IMPLEMENTING RULES IF
AWARDED THE D.C. GOVERNMENT REFERENCED BY THE CONTRACT NUMBER ENTERED BELOW.
FURTHER, THE CONTRACTOR ACKNOWLEDGES AND UNDERSTANDS THAT THE AWARD OF SAID
CONTRACT AND ITS CONTINUATION ARE SPECIFICALLY CONDITIONED UPON THE CONTRACTOR'S
COMPLIANCE WITH THE ABOVE-CITED ORDER AND RULES.

CONTRACTOR

NAME

SIGNATURE

TITLE

CONTRACT NUMBER

DATE

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER INFORMATION REPORT

GOVERNMENT OF THE DISTRICT OF COLUMBIA DC Office of Contracting and Procurement Employer Information Report (EEO)	Reply to: Office of Contracting and Procurement 441 4th Street, NW, Suite 700 South Washington, DC 20001 Washington, DC 20001
Instructions: Two (2) copies of DAS 84-404 or Federal Form EEO-1 shall be submitted to the Office of Contracting and Procurement. One copy shall be retained by the Contractor.	
Section A – TYPE OF REPORT	
1. Indicate by marking in the appropriate box the type of reporting unit for which this copy of the form is submitted (MARK ONLY ONE BOX)	
Single Establishment Employer (1) <input type="checkbox"/> Single-establishment Employer Report	Multi-establishment Employer: (2) <input type="checkbox"/> Consolidated Report (3) <input type="checkbox"/> Headquarters Report (4) <input type="checkbox"/> Individual Establishment Report (submit one for each establishment with 25 or more employees) (5) <input type="checkbox"/> Special Report
1. Total number of reports being filed by this Company. _____	
Section B – COMPANY IDENTIFICATION (To be answered by all employers) OFFICIAL	
1. Name of Company which owns or controls the establishment for which this report is filed	
Address (Number and street)	City or Town Country State Zip Code
b. Employer Identification No.	a.
2. Establishment for which this report is filed.	
a. Name of establishment	
Address (Number and street)	City or Town Country State Zip Code
b. Employer Identification No.	c.
3. Parent of affiliated Company	
a. Name of parent or affiliated Company	b. Employer Identification No.
Address (Number and street)	City or Town Country State Zip Code
Section C - ESTABLISHMENT INFORMATION	
1. Is the location of the establishment the same as that reported last year? 2. Is the major business activity at this establishment the same as that reported last year?	
<input type="checkbox"/> Yes <input type="checkbox"/> No Did not report last year	<input type="checkbox"/> Yes <input type="checkbox"/> No Reported on combined basis
basis	
2. What is the major activity of this establishment? (Be specific, i.e., manufacturing steel castings, retail grocer, wholesale plumbing supplies, title insurance, etc. Include the specific type of product or service provided, as well as the principal business or industrial activity.	
3. MINORITY GROUP MEMBERS: Indicate if you are a minority business enterprise (50% owned or 51% controlled by minority members).	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION D – EMPLOYMENT DATA

Employment at this establishment – Report all permanent, temporary, or part-time employees including apprentices and on-the-job trainees unless specifically excluded as set forth in the instructions. Enter the appropriate figures on all lines and in all columns. Blank spaces will be considered as zero. *In columns 1, 2, and 3, include ALL employees in the establishment including those in minority groups*

JOB CATEGORIES	TOTAL EMPLOYEES IN ESTABLISHMENT			MINORITY GROUP EMPLOYEES								
	Total Employees Including Minorities (1)	Total Male Including Minorities (2)	Total Female Including Minorities (3)	MALE				FEMALE				
				Black (4)	Asian (5)	American Indian (6)	Hispanic (7)	Black (8)	Asian (9)	American Indian (10)	Hispanic (11)	
Officials and Managers												
Professionals												
Technicians												
Sales Workers												
Office and Clerical												
Craftsman (Skilled)												
Operative (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL												
Total employ reported in previous report												
(The trainee below should also be included in the figures for the appropriate occupation categories above)												
Formal On-The-Job Trainee	White collar	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	Production											
1. How was information as to race or ethnic group in Section D obtained? a. Visual Survey c. Other Specify _____ b. Employment Record _____						2. Dates of payroll period used _____ 3. Pay period of last report submitted for this establishment. _____						
Section E – REMARKS Use this Item to give any identification data appearing on last report which differs from that given above, explain major changes in composition or reporting units, and other pertinent information.												
Section F - CERTIFICATION												
Check 1. > All reports are accurate and were prepared in accordance with the instructions (check on consolidated only)												
One 2. > This report is accurate and was prepared in accordance with the instructions.												
Name of Authorized Official			Title			Signature			Date			
Name of person contact regarding This report (Type of print)				Address (Number and street)								
Title			City and State			Zip Code		Telephone Number		Extension		

INFORMATION CITED HEREIN SHALL BE HELD IN CONFIDENCE.

DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT
CONTRACT COMPLIANCE DIVISION

SUBCONTRACT SUMMARY FORM

This SUMMARY form is to be completed by the PRIME contractor.		
BID NO. _____	CCB NUMBER: _____	of _____ pages
NOTE: the standard for minority subcontracting is 25% or the TOTAL contract dollar amount to be subcontracted.		AMOUNT OF PRIME CONTRACT \$ _____ AMOUNT OF ALL SUBCONTRACTS: \$ _____ equals _____ % OF THE PRIME CONTRACT.
NAME OF PRIME CONTRACTOR: TELEPHONE NO. _____		ADDRESS: _____
PROJECT NAME: ADDRESS: WARD NO: _____		PROJECT DESCRIPTIONS: _____
SECTION II LIST ALL SUBCONTRACTORS THAT WILL BE UTILIZED ON THE ABOVE PROJECT		
1. NAME OF SUBCONTRACTOR 2. ADDRESS 3. CONTACT PERSON 4. MBOC CERT. NO. 5. PHONE NO.	1. IS THIS A MINORITY SUB? YES NO 2. TRADE OR BUSINESS PRODUCT THAT SUB WILL PROVIDE.	1. \$ AMOUNT OF SUBCONTRACT equals (-) _____ 2. _____ % (percent) OF TOTAL PRIME CONTRACT.
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO 2. _____	1. _____ equals (=) _____ 2. _____ %
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO 2. _____	1. _____ equals (=) _____ 2. _____ %
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO 2. _____	1. _____ equals (=) _____ 2. _____ %
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO 2. _____	1. _____ equals (=) _____ 2. _____ %
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO 2. _____	1. _____ equals (=) _____ 2. _____ %
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO 2. _____	1. _____ equals (=) _____ 2. _____ %
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO 2. _____	1. _____ equals (=) _____ 2. _____ %
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO 2. _____	1. _____ equals (=) _____ 2. _____ %
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO 2. _____	1. _____ equals (=) _____ 2. _____ %
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO 2. _____	1. _____ equals (=) _____ 2. _____ %

TOTAL DOLLAR AMOUNT SUBCONTRACTED TO MINORITY BUSINESS ENTERPRISES \$ _____
PERCENT OF PRIME CONTRACT _____ %

SOLICITATION NO: _____

PROJECTED GOALS AND TIMETABLES FOR FUTURE HIRING

MINORITY GROUP EMPLOYEES GOALS					TIMETABLES				
JOB CATEGORIES	MALE				FEMALE				
	Black	Asian	American Indian	Hispanic	Black	Asian	American Indian	Hispanic	
Officials and Managers									
Professionals									
Technicians									
Sales Workers									
Office and Clerical									
Craftsman (Skilled)									
Operative (Semi-Skilled)									
Laborers (Unskilled)									
Service Workers									
TOTAL									
NAME OF AUTHORIZED OFFICIAL:				TITLE:			SIGNATURE:		
FIRM NAME:						TELEPHONE NO:		DATE:	
<p>INDICATE IF THE PRIME UTILIZES A "MINORITY FINANCIAL INSTITUTION"</p> <p>_____ Yes _____ No</p> <p>NAME:</p> <p>ADDRESS:</p> <p>TYPE OF ACCOUNT/S:</p>									