

**Attachment J.2**

*Form of Offer Letter and  
Price Schedule/Bid Form*

[Contractor’s Letterhead]

[Insert Date]

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

Reference: Invitation for Bid DCAM-19-CS-IFB-0019  
 Construction Services for Engine House No. 23 Renovations and Upgrades

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 the Construction Services for the FEMS Engine House No. 23 Renovations and Upgrades. 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 Price 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 Price are referred to as the “Bidder’s Bid”.)

The Bidder’s Bid is as follows:

<b>DESCRIPTION</b>		
Construction Services for FEMS Engine House No. 23 Renovations and Upgrades as described in the Scope of Work and Project Drawings and Specifications (Attachment J.1):		
<b>CLIN</b>		<b>Lump Sum Price</b>
<b>0001</b>	<b>Construction</b>	\$ _____
<b>Allowances</b>	<b>Temporary Kitchen</b>	\$ <u>10,000.00</u>
	<b>Existing Conditions/Permits</b>	\$ <u>40,000.00</u>
	<b>Temporary Housing</b>	\$ <u>700,000.00</u>
	<b>ALLOWANCES TOTAL:</b>	\$ <u><b>750,000.00</b></u>

	<b>LUMP SUM PRICE W/ ALLOWANCES:</b>	\$ _____
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The Bidder shall take into a consideration that the allowances are considered additional construction capital used at DGS discretion. Allowances are not intended to cover cost of Base Contract work and reasonably inferred work for said Base Contract work. Contractor's Base Bid shall include all services, installations, and cost required to complete the project and systems as if there were no Allowances.

**LUMP SUM PRICE W/ ALLOWANCES IN WORDS:**

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The Bidder shall submit a completed Price Schedule Bid Form (**Exhibit 1**), providing the price for each Division Component, to develop the Bidder's Lump Sum price. The sum of all the prices for each Division Component must equal the Lump Sum Price for CLIN 0001. In the event of discrepancies between or among the Lump Sum Price and the Price Schedule Bid Form of each Division Component, the Lump Sum Price 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 IFB 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.

DCAM-19-CS-IFB-0019

Attachment J.2 – Form of Offer Letter and Bid Form

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

Sincerely,

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Exhibit 1 - Price Schedule Bid Form**

<b>CLIN 001 – Construction Services for Engine House No. 23 Renovations and Upgrades</b>		
<b>DIVISION NO.</b>	<b>DESCRIPTION</b>	<b>DIVISION COST</b>
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	
	<b>Lump Sum Price:</b>	\$ _____

