

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



INVITATION FOR BIDS

Solicitation Number: DCAM-19-CS-IFB-0014

CONSTRUCTION SERVICES FOR ENGINE HOUSES 4, 11, 12, 15, 20 AND TRAINING  
ACADEMY LAUNDRY EQUIPMENT UPGRADES AND LAUNDRY ROOM RENOVATIONS

SECTION A

Date Issued: June 26, 2019

Bid Due Date: July 22, 2019 by 2:00 p.m.

Bid Opening: July 22, 2019 by 3:00 p.m.

Delivery of Bids: Department of General Services  
Attn: George G. Lewis, c/o Bernadette Catalan  
Associate Director, Contracts and Procurement  
2000 14<sup>th</sup> Street NW, 8<sup>th</sup> Floor  
Washington, DC 20009  
Phone: (202) 724-4119

Pre-Bid Conference  
& Site Visits:

July 10, 2019, 9:30 am, in the following order:

1. Commences at the Training Academy, 4600 Shepherd Pkwy, S.W., Wash. DC 20036;
2. Engine House 15, 2101 14<sup>th</sup> Street, S.E., Wash. DC 20020 (approx. 10:30 am);
3. Engine House 12, 2225 5<sup>th</sup> Street, N. E., Wash. DC 20002 (approx. 11:30 am);
4. Engine House 4, 2531 Sherman Avenue, N.W., Wash. DC 20001 (approx. 12:30pm);
5. Engine House 11, 3420 14<sup>th</sup> Street, N.W., Wash. DC 20010 (approx. 1:30 pm); and
6. Engine House 20, 4300 Wisconsin Avenue, N.W. Wash. DC 20037(approx. 2:30 pm).

**Questions Due by:**  
**Contact:**

**July 15, 2019, 2:00 pm** via email to [Bernadette.catalan@dc.gov](mailto:Bernadette.catalan@dc.gov)  
**Ahmad Stanekzai**  
Contract Specialist  
Department of General Services  
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## SECTION B

### B.1 INTRODUCTION

The District of Columbia Government Department of General Services (“District”, “Department”, or “DGS”) on behalf of the District of Columbia Fire and Emergency Medical Services (“FEMS”) is issuing this Invitation for Bid (“IFB”) to engage a Small Business Enterprise (“SBE”) contractor (“Contractor”) to provide all necessary construction services, supervision, permits, labor, supplies, equipment, and materials to perform capital improvements and renovations at laundry facilities at six (6) locations: Engine Houses 4, 11, 12, 15, 20 and the Training Academy (the “Project Locations”).

### B.2 SCOPE OF WORK, DRAWINGS AND SPECIFICATIONS

The Department’s scope of work (“SOW”), drawings and specifications for each of the Project Locations is attached hereto as **Attachments J.1.1, J.1.2, J.1.3, J.1.4, J.1.5 J.1.6, and J.1.7, respectively** (“**Drawings and Specifications**”). The selected Contractor will be required to provide all labor, tools, equipment, materials, and professional services necessary to perform the work called for in the Drawings and Specifications, as well as any work that is not specifically identified in the SOW and drawings but which is reasonably inferable therefrom. The Department expects that the Contractor will deliver a turn-key Project.

### B.3 FORM OF CONTRACT

The Contract(s) resulting from this IFB will include the IFB in its entirety including all Attachments identified in Section J; provided however, that the completed Award/Signature page shall be included as the first page of the resulting Contract. The completed Award/Signature page shall also include a completed Acknowledgement of Amendments (See Award/Signature Page (Attachment J.15)). The resulting Contract may also include any other applicable attachments or other documents incorporated by reference. Any addenda issued to this IFB shall be included as attachments to the Contract.

### B.4 TYPE OF CONTRACT

**B.4.1** This will be a firm fixed Lump Sum Price contract. Bidders will be required to provide a firm fixed Lump Sum price which shall include sufficient funds to cover all the expenses necessary to complete the Project, including, but not limited to, profit, home and field office overhead to provide all the necessary construction services, supervision, permits, labor, supplies, equipment, and materials, bonds, insurance and other services that may be required to obtain the necessary permits to perform capital improvements as called for in the SOW and the Drawings and Specifications. The Contractor shall provide all renovations services in occupied buildings in accordance with the SOW and the Drawings and Specifications, attached hereto as **Attachments J.1.1, J.1.2, J.1.3, J.1.4, J.1.5 J.1.6, and J.1.7, respectively**.

**B.4.2** The Lump Sum 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.

The District contemplates award of a firm fixed Lump Sum Price contract to a single Contractor, therefore the contract resulting from this IFB will be awarded to the lowest responsive and responsible Bidder whose offer is the most advantageous to the District.

### **B.4.3 Allowances**

Allowances are considered additional construction capital to be 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.

The Department shall provide an allowance in the total amount of \$50,000.00 for all the Project, for additional mechanical/electrical/plumbing (MEP) work.

### **B.5 PRICE SCHEDULE/BID FORM – Lump Sum Price**

Bidders shall submit their proposal in an Offer Letter in substantially the form of **Attachment J.2** on the Bidder's letterhead setting forth its firm fixed Lump Sum Price, as well as a divisional price breakdown for each Project Location.

- B.5.1 A Bidder responding to this IFB that is required to subcontract, shall be required to submit with its bid, any subcontracting plan required by law. Bidders responding to this IFB shall be deemed non-responsive and shall be rejected if the Bidder fails to submit a subcontracting plan that is required by law.
- B.5.2 A Bidder responding to this IFB must submit with its bid a copy of the certification acknowledgement letter, and a notarized statement detailing any subcontracting plan required by law. Bidders responding to this IFB shall be deemed non-responsive and shall be rejected if the Bidder fails to submit a subcontracting plan required by law. For contracts in excess off \$250,000.00, the Bidders shall ensure that its bid complies with the subcontracting requirement(s) in accordance with Section H.9 of this IFB.

### **B.6 PROJECT AWARD**

Award, if made, will be to a single Bidder covering all the Project Locations.

The Department reserves the right, at any time (including after an award hereunder), to increase or decrease responsibilities under an awarded contract.

### **B.7 DESIGNATION OF SOLICITATION FOR THE SMALL BUSINESS ENTERPRISE (SBE) SET-ASIDE MARKET ONLY**

**This IFB is designated only for certified small business enterprise (SBE) Contractors under the provisions of the "Small and Certified Business Enterprise Development and Assistance Act of 2014", D.C. Official Code § 2-218.01 *et seq.*, as amended. ONLY Contractors that are certified by the District of Columbia Department of Small and Local Business Development (DSLBD) as a SBE at the time of the Bid Due Date are eligible.**

## SECTION C

### SPECIFICATIONS/WORK STATEMENT

#### C.1 SCOPE

The Department, on behalf of FEMS is seeking a Contractor to provide all necessary construction services, supervision, permits, labor, supplies, equipment, and materials to perform capital improvements and renovations at laundry facilities at six (6) locations, Engine Houses 4, 11, 12, 15, 20 and the Training Academy (the "Project Locations") as described in the SOW, Drawings and Specifications set forth in Attachments J.1.1, J.1.2, J.1.3, J.1.4, J.1.5, J.1.6, and J.1.7, respectively (the "Project"). The Engine Houses locations are listed below:

**Engine House 4**, 2531 Sherman Avenue, N.W., Wash. DC 20001

**Engine House 11**, 3420 14<sup>th</sup> Street, N.W., Wash. DC 20010

**Engine House 12**, 2225 5<sup>th</sup> Street, N. E., Wash. DC 20002

**Engine House 15**, 2101 14<sup>th</sup> Street, S.E., Wash. DC 20020

**Engine House 20**, 4300 Wisconsin Avenue, N.W., Wash. DC 20037

**Training Academy**, 4600 Shepherd Pkwy, S.W., Wash. DC 20036

The Contractor shall recognize the nature of the day to day work performed at Project Location. Therefore, notwithstanding the obligation of the Contractor to perform the required scope of work, under no circumstances shall the Contractor impede any of the normal functions at each such Project Location.

The Contractor shall provide services that shall include, at a minimum the following:

##### C.1.1 General Conditions

In general, the selected Contractor shall submit a construction schedule within ten (10) business days from the Notice to Proceed ("NTP") before the start of work as well as well as meet and coordinate with DC Water, Pepco, and the Department of Consumer and Regulatory Affairs ("DCRA") as required. Such schedule shall include a schedule for submittals that is reasonably acceptable to the Department's Project Manager.

Prior to submitting its bid, each Bidder shall carefully review the Drawings and Specifications and shall bring any inconsistency or error in the drawings and Specifications to the attention of the Department in writing. To the extent that a competent contractor could have identified any such inconsistency or error, such inconsistency or error shall not serve as the basis for a change order and the Contractor shall assume the risk of such inconsistency or error. The Department expects that the Contractor will deliver a turn-key Project.

C.1.2 These facilities are fully occupied and the Contractor shall phase work. The Contractor shall coordinate activities with the DGS Project Manager so as to allow occupants the mandated time necessary for relocation of personal items out of a construction area before beginning work.

C.1.3 The Contractor must recognize the essential nature of the work performed by FEMS at the Project Locations.

- a. Contractor must recognize the essential nature of the work performed by the FIRE/EMS FACILITY at each Project Location. Therefore, notwithstanding the obligation of Contractor to perform SOW, it must not impede any of the normal functioning of facility:
  1. Specifically, notwithstanding any electrical work that is to be done, the Security, CCTV, Access Control and Communications Systems at the facility must remain operational at all times. Should disruption occur, Contractor should immediately notify the facility staff and DGS PM;
  2. Garage / APPARATUS BAY access into and out of the facility must be maintained at all times;
  3. Should any of the HVAC equipment or systems above be impaired during the project as a result of the contractor's work, (e.g. Communications, CCTV, or security systems), Contractor will coordinate with the Project Location Officials on site and DGS PM to restore necessary service;
  4. Provide protection; and
  5. Clean-up all debris created in the associated work areas at the end of each day. All trash must be secured in loading dock dumpster at the end of each work day and not inhibit the operations at the Project Locations in any way.
- b. Contractor to perform site inspection to confirm existing conditions of all equipment referenced in this solicitation. The intent of this procurement is to install new commercial washer and dryer equipment as specified in Attachments J.1.1, J.1.2, J.1.3, J.1.4, J.1.5, J.1.6 and J.1.7, respectively, and upgrade associated M/E/P accordingly.
- c. Clean up all debris created in the associated work areas at the end of each day. All trash must be secured in CONSTRUCTION dumpster at the end of each work day and not inhibit the facility operations in any way.
- d. Provide training on all equipment listed in the procurement. Training to include operation and PM protocols as described in Attachments J.1.1, J.1.2, J.1.3, J.1.4, J.1.5, J.1.6 and J.1.7, respectively.

## **C.2 APPLICABLE DOCUMENTS**

Not Applicable

## **C.3 DEFINITIONS**

These terms when used in this IFB have the following meanings:

- C.3.1 Agreement.** The term Agreement shall mean this IFB, including the Standard Contract Provisions, as amended and any document attached hereto and/or incorporated by reference.
- C.3.2 Change Directive.** A written directive signed and issued by the Department ordering the Contractor either to provide pricing and schedule impact information for a described change to the work or to proceed with a described change and provide pricing and schedule impact information after beginning the changed work.
- C.3.3 Change Event.** Any condition, event, act, omission or breach, other than the issuance of a Change Directive, which the Contractor believes entitles it to a change in the Lump Sum Price, or the Substantial or Final Completion Date.

- C.3.4 Change Order.** A written document, executed by the Department and the Contractor, setting forth the agreed terms upon which a change to the Contract has been made.
- C.3.5 Construction Documents.** The final Contract Documents, as prepared, sealed by the Architect/Engineer's design professional in accordance with the law, and issued by the Contractor for the purpose of obtaining bids from potential trade Subcontractors and material suppliers for use in constructing the Project.
- C.3.6 Contract.** The entire, integrated agreement between the Department and the Contractor with respect to the Project, consisting of this Agreement, the Attachments to the IFB, the Construction Documents released for the Contractor's use and any Change Directives or Change Orders that have been executed by the Department.
- C.3.7 Drawings.** The Drawings are the graphic and pictorial portions of the Contract Documents, wherever located and wherever issued, showing the design, locations and dimensions of the work, generally including plans, elevations, sections, details, schedules and diagrams.
- C.3.8 Final Completion.** The point at which Substantial Completion has been achieved, all punch list items noted at Substantial Completion have been completed and all documents the Contractor is required to deliver to the Department as a condition to receiving final payment.
- C.3.9 Final Completion Date.** The date established herein by which the Contractor shall achieve Final Completion. The Final Completion Date may be modified only by Change Order or Change Directive in accordance with the Agreement.
- C.3.10 Fully Complete.** To undertake all of the work necessary to fully construct and complete the Project and execute all tasks necessary to obtain the final Certificate of Occupancy for the Project from the District of Columbia; submit final lien releases from the Contractor and Subcontractors and material suppliers; complete all punch list items to the Department's approval and sign-off; and cause all representations, warranties and guarantees to be honored and otherwise fulfill all of the requirements set forth in the Contract.
- C.3.11 Hazardous Material.** Any toxic substance or hazardous chemical defined or regulated pursuant to federal, state or local laws relating to pollution, treatment, storage or disposal of waste, or protection of human health or the environment. Such laws include, without limitation, the Comprehensive Environmental Response, Compensation and Liability Act, the Resource Conservation and Recovery Act, the Clean Water Act, the Clean Air Act and laws relating to emission, spills, leaks, discharges, releases or threatened releases of toxic material. The term Hazardous Materials shall also include petroleum and petroleum bi-products. **Hazardous Material Remediation** shall mean the work performed to remove, treat and/or dispose of Hazardous Material.
- C.3.12 Notice to Proceed.** A written notice to proceed, signed by the Department, directing the Contractor to proceed with the Project or any portion of the Project.
- C.3.13 Project Schedule.** The schedule for the project agreed to by the Department and the Contractor herein. Such schedule shall not be changed except by a Change Order or Change Directive issued by the Department. The schedule shall be in a form and contain such detail as may be agreed upon by the Parties.



**C.3.14 Specifications.** The Specifications are that portion of the Contract Documents consisting of the written requirements for materials, equipment, construction systems, standards and workmanship for the work, and performance of related services.

**C.3.15 Subcontractor.** Any person, natural or legal, to whom the Contractor delegates performance of any portion of the work required by the Contract. The term "Subcontractor," used without a qualifier, shall mean a subcontractor in direct privity with the Contractor. "Subcontractors at all tiers" shall mean not only those Subcontractors in direct privity with the Contractor, but also those performing work pursuant to sub-subcontracts, sub-sub-subcontracts, and so on. "Subcontractors" shall include both those who are retained to perform labor only and those who are retained both to perform labor and to supply material or equipment. "Subcontractors" shall also include design professionals who are not the Contractor's employees and to whom the Contractor delegates any part of its responsibilities under the Contract, except that references to "trade Subcontractors" shall exclude design professionals.

**C.3.16 Substantial Completion.** Substantial Completion shall mean that all of the following have occurred: (1) the pre-construction, construction and installation work have been completed with only minor punch list items remaining to be completed; (2) a permanent certificate of occupancy and all other required permits or approvals have been obtained; (3) all operating and maintenance materials, manuals, training recordings videos and draft warranties required by the Contract have been delivered to the Department; (4) any supplemental training session required by the Contract for operating or maintenance personnel have been completed; (5) all clean-up required by the Contract has been completed; (6) the Project is ready for the Department to use it for its intended purpose; and (7) all equipment, supplies, materials and items to be installed have been installed in accordance with the manufacturer's specifications and industry standards and have undergone and passed the requisite testing and inspections. "Minor punch list items" are defined for this purpose as items that, in the aggregate, can be completed within thirty (30) days without interfering with the Department's normal use of the Project. Final Completion is required thirty (30) days thereafter.

**C.3.17 Substantial Completion Date.** The date established herein by which the Contractor shall achieve Substantial Completion. The Substantial Completion Date may be modified only by Change Order or Change Directive in accordance with the Agreement by Contracting Officers Only.

#### **C.4 FEMS BACKGROUND**

Each Project Location is a 24 hour facility with services to the community that cannot be interrupted. The mission of the District of Columbia Fire and Emergency Medical Service Department is to preserve life and promote health and safety through excellent pre-hospital treatment and transportation, fire prevention, fire suppression and rescue activities and homeland security awareness.

#### **C.5 REQUIREMENTS**

**C.5.1** The Contractor shall provide all of the labor, tools, equipment, and materials necessary to perform the work called for in the Project's Drawings and Specifications (Attachments J.1.1, J.1.2, J.1.3, J.1.4, J.1.5, J.1.6, and J.1.7, respectively); to the extent there is inconsistency between the Project

Specifications and Drawings, please refer to the Standard Contract Provisions (Revised 2016), (Attachment J.14), Article 2, Specifications and Drawings.

#### **C.5.2 Completion Dates**

The Project must be completed according to the following schedule:

**Substantial Completion Date:** November 27, 2019

**Final Completion Date:** December 26, 2019

**Administrative Term:** February 25, 2020

#### **C.5.3 Preconstruction Phase**

Prior to mobilizing to the Project site and commencing work, the Contractor shall be required to complete those activities set forth in this **Section C.6**. Unless a delay in completing the preconstruction activities is the result of a delay by the Department, the Project Manager, the Code Official, or the Architect, beyond the timeframes set forth herein or an event of force majeure, delays in completing the preconstruction activities shall not be considered excusable and shall not justify an extension of the Substantial Completion Date.

#### **C.5.4 Detailed Schedule**

Within ten (10) business days of the issuance of a Notice to Proceed, the Contractor shall submit to the Department for its approval a schedule for the Project. Such schedule shall include a schedule for submittals that is reasonably acceptable to the Department's Project Manager.

#### **C.5.5 Preconstruction Submittals**

On or before the dates specified in the approved detailed schedule, the Contractor shall submit any necessary preconstruction phase information (i.e. shop drawings, submittals, material data, samples, sketches, etc.) provided by the Contractor, vendors and/or manufacturers to the Project Manager / Architect for his review and approval. The Contractor shall submit a submittal log to the DGS Project Manager within five (5) business days of finalizing the material and equipment etc. selections, or the design. Unless a different timeframe is established in the approved baseline schedule, the Project Manager / Architect shall have five (5) business days to review submittals. In the event the Project Manager / Architect find such documents to be unacceptable, the Contractor shall be required to revise and resubmit such documents. The Contractor shall not commence construction activities unless and until the deliverables listed in **Section C.8** have been approved by the Program Manager. Any delays that result from preconstruction Submittal resubmissions shall be considered Non-Excusable.

#### **C.5.6 Safety Plan**

Prior to the start of construction activities, the Contractor shall prepare a safety plan for the construction phase conforming to OSHA 29 CFR 1926 (such plan, the "**Safety Plan**"). The Safety Plan shall be submitted to the Department, and the Contractor shall incorporate such comments as the Department may reasonably request.

### **C.5.7 Permits**

All permitting shall be the responsibility of the Contractor. The costs of any such fees or inspections are included in the Lump Sum Price.

### **C.5.8 Construction Phase**

The Construction Phase shall commence when the Department issues a written Notice to Proceed for Construction. The Contractor shall construct the work described in the Drawings and Specifications including any work that is not specifically shown thereon but is reasonably inferable therefrom or necessary for a fully functioning Project. The work shall be carried out in a good and workmanlike, first-class manner, and in timely fashion. All materials and equipment to be incorporated into the Project shall be new and previously unused, unless otherwise specified, and shall be free of manufacturing or other defects. On or before the dates specified in the approved detailed schedule, the Contractor shall submit any necessary construction phase information (i.e. shop drawings, submittals, sketches, etc.) to the Architect and/or the Project Manager for his review and approval. Unless a different timeframe is established in the approved baseline schedule, the Architect and/or the Project Manager shall have five (5) business days to review such documents. In the event the Architect and/or the Project Manager find such documents to be unacceptable, the Contractor shall be required to revise and resubmit such documents. Any delays that result from any construction phase submittal resubmissions shall be considered Non-Excusable.

### **C.5.9 Construction Activities**

During the Construction Phase, the selected Contractor shall carry out such activities as are necessary to complete the construction described in the approved documents and submittals. Among other things, the Contractor shall be responsible for providing all of the necessary supervision, labor and materials to fully complete the work. Among other things, Contractor shall be responsible for (i) performing all equipment startup and test and balancing, as required; and (ii) performing all commissioning as required to ensure the building is operating as designed with the newly installed mechanical equipment.

The Contractor shall perform site inspection to confirm existing conditions of all equipment referenced in this solicitation. The intent of this procurement is to repair or replace existing building equipment and match functionality as currently installed. All specified electronic controls equipment will be new.

#### **C.5.10 Warranty of the Construction Work**

The Contractor warrants to the Department that materials and equipment furnished under the Contract will be of good quality and new unless otherwise expressly permitted in writing, and that for the one (1) year period following the Substantial Completion Date the construction work will be free from defects not inherent in the quality required or permitted, and that the work will conform to the Construction Documents and/or any approved design documents. The Contractor's warranty excludes remedy for damage or defect caused by abuse, modifications not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. The Contractor and a representative of the Department shall walk the Project together eleven (11) months after the Substantial Completion Date to identify any necessary warranty work. In the event the Contractor fails to schedule such a walk, the Warranty period shall be extended until such time as the Contractor schedules such a walk.

#### **C.5.11 Reserved**

#### **C.5.12 Work by Separate Contractors**

The Department reserves the right to perform construction or operations related to the Project with the Department's own forces, and to award separate contracts in connection with other portions of the Project or other construction or operations on the site.

#### **C.5.13 Site Safety, Clean-Up and Protection of Existing Elements**

The Contractor will be required to: (i) provide a safe and efficient site, with controlled access, including the installation and provision of such safety barricades, enclosures and overhead protection as may reasonably be required by the Department and as may be necessary to ensure a safe workplace or as may be required by Occupational Safety and Health Administration (OSHA) or other applicable law, and to remove such at the end of the work and leave the site in broom clean condition; and (ii) be responsible for the security of its tools, equipment and materials that are stored at the site. The Contractor shall be responsible for the removal and legal disposal of all construction debris. During the Contract and/or as directed by the DGS Project Manager, as the installation is completed, the Contractor shall ensure that the site is clear of all extraneous materials, rubbish or debris. The Contractor shall protect all existing features, public utilities and other existing structures during construction.

The Contractor shall perform site inspection to inspect existing electrical/plumbing termination conditions. The intent of this procurement is to reuse existing terminations/feeds as currently constructed.

Clean-up all debris created in the associated work areas at the end of each day. All trash must be secured in loading dock dumpster at the end of each work day and not inhibit the facility operations in any way.

The Contractor shall provide protection, dumpsters, and clean-up of site conditions at the end of each day.

#### **C.5.14 Close-Out**

The Contractor shall be required to prepare and submit at close-out a complete set of product files, including but not limited to: (i) Quality Control/Quality Assurance (QC/QA) reports, daily reports, and test reports; (ii) a complete set of product manuals ("O&M"), training videos, and warranties; (iii) as-built record drawings; (iv) environmental, health, and safety documents; and (v) all applicable inspection certificates/permits. The Contractor shall also provide the Department with any shop drawings prepared by the Contractor or its subcontractors along with any other documentation that may reasonably be requested by the Department or its Project Manager, including, but not limited to: one (1) full size, two (2) half size and four (4) electronic copies of "As-Built" plans of the site, including all the modifications performed during construction, within thirty (30) days after reaching Substantial Completion; and O&M's and Warranty information on all installed products, materials and workmanship within thirty (30) days after reaching Substantial Completion. The Contractor shall submit four (4) hard copies and four (4) electronic copies of each: O&M Manuals and Warranty Information to the DGS Project Manager. Provide training on all equipment listed in the procurement. Training shall include operation and preventative maintenance protocols.

#### **C.5.15 Cutting and Patching**

The Contractor shall be responsible for cutting, fitting or patching required to complete the work or to make its parts fit together properly. All areas requiring cutting, fitting and patching shall be restored to the condition existing prior to the cutting, fitting and patching. The Contractor shall not damage or endanger a portion of the work or fully or partially completed construction of the Department or separate Contractors by cutting, patching or otherwise altering such construction, or by excavation. The Contractor is responsible for the replacement, repair or patch of any existing surfaces or materials damaged during construction by own or subcontractor crews.

#### **C.5.16 Salvaging and Storing**

The Contractor shall be responsible for salvaging and storing all items as identified by the Department, and to the benefit of the Department, in accordance with all applicable District laws and regulations, after notifying the Department and receiving the Department's permission to proceed.

#### **C.5.17 Correction of Work**

The Department shall be at liberty to object and to require the Contractor to remove forthwith from the Project site and the work and to promptly replace the Superintendent, any foreman, technical assistant, laborer, agent, representative, or other person used by the Contractor in or about the execution or maintenance of the Work, who in the sole opinion of the Department is misconducting himself or herself, or is incompetent or negligent in the proper performance of his or her duties, or whose performance in the work is otherwise considered by the Department to be undesirable or unsatisfactory, and such person shall not be again employed upon the Project without the written permission of the Department.

**C.5.17.1** The Contractor shall promptly correct Work rejected by Department for failing to conform to the requirements of the Construction Documents or any approved design document or applicable law or regulations whether observed before or after the Project's completion and whether or not fabricated, installed or completed, and shall correct any work found to be not in accordance with

the requirements within a period of one (1) year from the date of completion or by terms of an applicable special warranty required by the Contract.

**C.5.17.2** If during the guarantee or warranty period, any material, equipment or system requires corrective work because of defects in materials or workmanship, the Contractor shall commence corrective work within forty-eight (48) hours after receiving the notice and work diligently until corrective work is completed; provided, however, if such notice is received on the day before a weekend or a holiday, the Contractor will commence corrective work on the next business day. If the Contractor does not, in accordance with the terms and provisions of the Contract Documents, commence all corrective work within forty-eight (48) hours or if the Contractor commences such work but does not pursue it in an expeditious manner, Department may either notify the bonding company (if any) to have such work and/or obligations performed at no additional cost to Department or may perform such work and/or obligations and charge the costs thereof to Contractor.

### **C.5.18 Schedule Updates**

The Contractor shall submit bi-weekly schedule updates which shall reflect actual conditions of Project progress as of the date of the update. The update shall reflect the actual progress of construction, identify developing delays. Via a narrative statement (not merely a critical path method schedule), the Contractor shall identify the causes of any potential delay and state what, in the Contractor's judgment, must be done to avoid or reduce that delay. The Contractor shall point out, in its narrative, changes that have occurred since the last update, including those related to major changes in the scope of work, activities modified since the last update, revised projections of durations, progress and completion, revisions to the schedule logic or assumptions, and other relevant changes. Any significant variance from the previous schedule or update shall also be identified in a narrative, together with the reasons for the variance and its impact on Project completion. All schedule updates shall be in Primavera 6 format. The Department may make reasonable requests during the Project for changes to the format or for further explanation of information provided. Submission of updates showing that Substantial Completion or Final Completion of the Project will be achieved later than the applicable scheduled completion date shall not constitute requests for extension of time and shall not operate to change the scheduled completion date. The Department's receipt of, and lack of objection to, any schedule update showing Substantial Completion or Final Completion later than the dates agreed upon in the Project Schedule shall not be regarded as the Department's agreement that the Contractor may have an extension of time, or as a waiver of any of the Department's rights, but merely as the Contractor's representation that, as a matter of fact, Substantial Completion or Final Completion of the Project may not be completed by the agreed upon date in the Project Schedule. Changes to the scheduled completion dates may be made only in the circumstances and only by the methods set forth in the Contract.

### **C.5.19 Staff and Supervision**

The Contractor shall provide all supervision, labor, material, equipment to perform the scope of work including daily Project Management/Project Supervision. At a minimum, Contractor should provide a Project Manager and a Superintendent.

## **C.6 GENERAL CONDITIONS**

The Contractor shall provide the required services in accordance with the following General Conditions, as applicable:

- C.6.1** The Contractor shall be responsible for determining existing conditions on Project site by examination, whether indicated in the Scope of Work or not.
- C.6.2** The facility is fully occupied and will remain so during the Project and the Contractor shall complete work as indicated in **Section C.1** of the Scope of work. Additionally, the Contractor shall coordinate activities with the DGS Project Manager so as to allow occupants the mandated time necessary for relocation of personal items out of a construction area before beginning work.
- C.6.3** Time is of the essence with respect to the contract. The Contractor shall substantially complete the project (s) within the schedule stated in **Section C.5.2**. As such, the Contractor shall dedicate such personnel and other resources as necessary to ensure that the Project is completed on-time and in a diligent, skilled, and professional manner.
- C.6.4** All work shall be performed during the normal business hours (between 7:00 a.m. to 5:00 p.m.) Work shall be scheduled and coordinated with the DGS PM. Monday through Friday, except District Government holidays and if otherwise restricted by the Project Location. Work shall be scheduled and coordinated with the DGS Project Manager and Project Location POC.
- C.6.5** The Contractor shall perform all of the work in a first class and workmanlike manner. Any equipment or materials called for in the Scope of Work shall be new unless otherwise approved by the Department in advance and in writing.
- C.6.6** The Contractor shall provide Submittals and Deliverables as indicated in C.8 and F.2 to the COTR for its review and approval prior to proceeding with the work.
- C.6.7** The Contractor, at no additional cost to the Department, shall provide such safety barricades, enclosures and overhead protection as may reasonably be required by the Department and as may be necessary to safely implement the work and to remove such at the end of the work and shall leave the site in broom clean condition.
- C.6.8** In addition to demolition which may be specified in other sections, the Contractor shall:
  - a. Cut, move or remove items as necessary to allow work to proceed;
  - b. Repair or remove unsafe or unsanitary conditions;
  - c. Remove abandoned items and items serving no useful purpose, such as abandoned piping, conduit, wiring, electrical devices and any other items. However, before any appurtenance removal, the work shall be coordinated with the DGS Project Manager;
  - d. Remove unsuitable or extraneous materials such as abandoned furnishings and equipment, and debris such as rotten wood, rusted metals and deteriorated concrete; clean surfaces and remove surface finishes as indicated in the SOW to install new work and finishes and unless otherwise noted the new finish shall match the existing. Reference finish schedule for new finishes. Items not specifically called out in finish schedule should be replaced in-kind with new products, subject to DGS PM and facility review and approval, to ensure final installations contain at a minimum, the same accessory and grab bar counts that currently exist. Contractors to perform pre-bid walk prior to obtain current counts to ensure bid contains the same at a minimum. Greater quality and greater quantity applies to finish installations;

**C.6.9** The Contractor shall be responsible for obtaining all trade/job permits and approvals from the Department of Consumer and Regulatory Affairs that are required to perform and complete the installation at no additional cost to the Department, as required.

**C.6.10** The Contractor's scope of work shall include all necessary maintenance of traffic measures, including, but not limited to, signs, flagman, steel plates, etc. The Contractor shall prepare any necessary maintenance of traffic plans and for obtaining any required lane closure permits.

**C.6.11** The costs of any security, as applicable, shall be included in the Bidder's lump sum price.

**C.6.12** All materials, equipment and installations provided shall have a warranty period of at least one (1) year from Final Completion.

**C.6.13 Parking is limited on the premises.**

The Contractor shall use small parking designated by the facility and DGS PM and keep the facility entrance driveways, loading areas, and entrances serving premises clear and available to District employees and emergency vehicles at all times. The Contractor shall not use these areas for parking or storage of materials, and schedule deliveries to minimize use of driveways and entrances.

**C.6.14** The Contractor shall schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

**C.6.15** The Contractor shall comply with the following:

- a. The area available to the Contractor for performance of the work is restricted to the areas in which that work shall be conducted with the understanding that it may at any time be further encroached upon by the facility for security reasons. When the District or the occupant continues to occupy portions of the Project during construction, the Contractor shall schedule and conduct the work so as to cause the least interference with operations of the District or occupants;
- b. When the above must be interrupted, the Contractor shall provide alternate facilities acceptable to the COTR or schedule the interruption for a time when occupancy will not be impaired.

**C.6.16** The Contractor shall not interrupt utilities serving facilities occupied by District or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:

Notification to the District not less than seven (7) work days in advance of proposed utility interruptions; Contractor shall not proceed with utility interruptions without District's written permission.

**C.6.17** The Contractor shall obtain required approvals from authorities having jurisdiction.

**C.6.18** Smoking shall not be permitted within the building or within 25 feet of entrances, operable windows, perimeter fence, or outdoor-air intakes.



- C.6.19** Use of tobacco products and other controlled substances shall not be permitted on the construction site.
- C.6.20** District may appoint other entities to manage day-to-day activities for the execution of the Project.
- C.6.21** The Contractor shall coordinate with the PM and Project Location POC for work scheduling; including, but not limited to: availability of work areas, security planning, storage and coordination with all agencies and utility providers, including Miss Utility, if needed.
- C.6.22** The Contractor shall Furnish & Install protection to floor and wall areas not slated for demolition where workers will be walking and delivering materials.
- C.6.23** The Contractor shall effectively utilize the existing conditions when and where reuse is called for in the Scope of Work. Changes to the cost of work will not be authorized for reuse items. If modifications to the existing conditions must be made for new installations, it is the Contractor's responsibility to perform them as required, the cost of which is included in the Lump Sum Proposal.
- C.6.24** Prior to submitting its bid, each Bidder shall carefully review the Scope of Work and shall bring any inconsistency or error in the Scope of Work to the attention of the Department in writing. To the extent that a competent Contractor could have identified any such inconsistency or error, such inconsistency or error shall not serve as the basis for a change order and the Contractor shall assume the risk of such inconsistency or error.
- C.6.25** Provide Final Cleaning of all spaces where renovations occur, including construction entry and exit pathways, in addition, to include all cleaning of laundry area sinks, floors and equipment.
- C.6.26** The Contractor shall provide a Contingency Plan for the project with their proposal. If the emergency response equipment becomes damaged as a result of work performed on the project, the Contractor shall implement the Contingency Plan to restore the functionality of the impaired response equipment (e.g. Alerts Systems, Radio & Data Communications, etc.) in a safe and expedient manner. Estimated response timeframes shall be included in the Contingency Plan.
- C.6.27** While performing the work, the Contractor shall not cause any of facility's equipment to malfunction. If the emergency equipment malfunctions as a direct result of work performed by the Contractor, the Contractor shall immediately contact the Fire Emergency Medical Services (FEMS) official on duty in the Project Location and the DGS PM for the Project. The cost to repair the affected system(s) is the responsibility of the Contractor.
- C.6.28** The Contractor shall effectively utilize the existing conditions when and where reuse is called for in the Scope of Work. Changes to the cost of work will not be authorized for reuse items. If modifications to the existing conditions must be made for new installations, it is the Contractor's responsibility to perform them as required, the cost of which is included in the Lump Sum Price.
- C.6.29** Notwithstanding any electrical work that is to be done (e.g. controls), the radio, closed circuit television (CCTV), access control and communications equipment of the immediately notify the FEMS official on duty in the facility and the DGS PM. These people are to be given hourly updates as to the expected time that the critical activity will be returned to functionality.
- C.6.30** While performing the work, the Contractor shall not impede any of the normal functioning systems at the facility; response systems, radio communications, voice data (V/D), and alert systems,

etc. All response systems within the District headquarters shall be as operational at all times. If direct emergency related equipment becomes impaired during the Project, the Contractor shall contact the FEMS official on duty in the facility and the DGS PM. The Contractor shall provide hourly updates of when the functionality of the equipment will be restored.

- C.6.31** The Plans, Specifications, Cuts Sheets, Finish Schedules, etc. are considered complimentary Contract Documents. What is required and shown in one document is to be considered required and shown by all documents. Greater quantity and greater quality is required if there is a conflict in information provided.
- C.6.32** The Contractor shall perform pre-inspection of existing electrical and control panels to determine existing installations, capacities, and expansion requirements. Bid should include price for necessary modifications for new installation and associated low voltage control wiring.
- C.6.33** The Contractor shall provide offsite removal of trash and cleaning at the end of each day; No onsite dumpster exist at this facility.
- C.6.34** The Contractor shall visit the site, become familiar with local conditions under which the work is to be performed and correlate personal observations with requirements of the Drawings and Specifications. The Contractor shall carefully study and compare the Drawings and Specifications with each other and within information furnished by the Department. Before commencing activities, the Contractor shall (1) take field measurements and verify field conditions; (2) carefully compare this and other information known to the Contractor with the Drawings and Specifications; and (3) promptly report errors, inconsistencies or omissions discovered to the Department. Once work is started, the Contractor assumes the responsibility and costs for the work and the cost of correcting work previously installed.
- C.6.35** Perform pre-inspection of existing electrical and control panels to determine existing installations, capacities, and expansion requirements.
- C.6.36** Contractor bids shall include allowances on the **Bid Form (Attachment J.2)**; See **Attachment J.2** for Allowances to include in Bid Form. NOTE: Allowances are considered additional construction capital to be used at DGS discretion and/or for specific items of work noted. Allowances are not intended to cover cost of Base Contract work nor reasonably inferred work for said Base Contract work. Contractor's Base Bid shall include all services, installations, and cost required to complete the project as if there were no Allowances.
- C.6.37** The Contractor warrants to the Department that materials and equipment furnished under the Contract will be of good quality and new unless otherwise expressly permitted in writing, and that for the one (1) year period following the Substantial Completion Date the construction work will be free from defects not inherent in the quality required or permitted, and that the work will conform to the Project Specifications and Drawings.
- a. The Contractor and the COTR shall walk the Project together after the Substantial Completion Date to identify any necessary warranty work. In the event the Contractor fails to schedule such a walk, the Warranty period shall be extended until such time as the Contractor schedules such a walk.
  - b. The Contractor shall prepare and submit to the Department construction meeting minutes, progress meeting minutes, daily logs, inspection reports,

preliminary and baseline schedules, (Primavera format) and schedule updates demonstrating the critical path of the Project (Primavera format).

**C.6.38** The Contractor shall promptly correct Work rejected by Department for failing to conform to the requirements of the Construction Documents or any approved design document or applicable law or regulations whether observed before or after the Project's completion and whether or not fabricated, installed or completed, and shall correct any Work found to be not in accordance with the requirements within a period of one (1) year from the date of completion or by terms of an applicable special warranty required by the Contract.

**C.6.39 Unsafe Materials and Hazardous Materials**

The Contractor shall abate and legally dispose of any Hazardous Materials in the demolished facilities, in accordance with EPA and all jurisdictional agencies' rules and regulations. The Contractor shall be responsible for all interior and exterior demolition, as required.

- a. The Contractor shall not bring, spill or release onto the site asbestos, PCBs, or any other Hazardous Material that is not customarily used in a facility of the type and similar to the Project, and shall bring to the Department's attention any specification of such Hazardous Materials in the design documents. If the Contractor believes that anything in the Contract would require that it use or bring onto the site asbestos, PCBs, or any Hazardous Material that is not customarily used in a facility of the type and similar to the Project, it shall immediately inform the Department and seek direction before proceeding.
- b. If Hazardous Materials are discovered on the site beyond those which were disclosed in the solicitation documents, the Contractor shall immediately inform the Program Manager and the Department of such discovery. In such an event, the Contractor shall be entitled to an equitable adjustment in accordance with the Standard Contract Provisions for any Hazardous Materials abatement and disposal work. The Contractor shall comply with all laws, including, without limitation, the requirements of the EPA and all jurisdictional agencies as well as all laws relating to safety, health welfare, and protection of the environment, in removing, treating, encapsulating, passivating, and/or disposing of Hazardous Materials, including, but not limited to, removal, treatment, encapsulation, passivation, and/or disposal of the Hazardous Materials. If any notices to governmental authorities are required, the Contractor shall also give those notices at the appropriate times. The Contractor shall ensure abatement subcontractors and disposal sites are appropriately licensed and qualified. In addition, the Contractor shall ensure that any subcontractors involved in the abatement of hazardous materials maintain a contractor's pollution legal liability insurance policy of at least Two Million Dollars (\$2,000,000) for the duration of the Project and a period of three (3) years after completion of the Project, and that any disposal site to which hazardous materials are taken carries environmental impairment liability insurance for the duration of the Project and a period of three (3) years after Substantial Completion of the Project.
- c. The Contractor shall keep detailed records documenting Work done so that the Department may independently verify compliance with all laws, the number of units actually removed, treated, and/or disposed of, and the appropriate unit price(s) applicable to the Work.

**C.6.40 Acceleration.** The Department shall have the right to direct the Contractor to accelerate the Work if, in the reasonable judgment of Department, the Contractor fails to: (i) supply a sufficiency of workers or to deliver the materials or equipment with such promptness as to prevent the delay in

the progress of the Work; or (ii) the progress of the Work materially falls behind the projections contained in the then currently approved Project Schedule. In the event that the Department or COTR determine that either of the events specified in the preceding sentence have occurred, the Department shall provide the Contractor with written notice of such event and the Contractor shall be required to provide the Department with a corrective action plan that is reasonably designed to address the concerns raised in such notice within three (3) days after receipt of such notice. If the Department and the Contractor are unable to agree on the terms of such corrective action plan within five (5) days after the issuance of the notice (i.e. with forty eight (48) hours after the receipt of the proposed corrective action plan), the Department shall have the right to direct such acceleration as the Department, in its reasonable judgment, deems necessary. Provided the notice provisions of this Section are complied with, the cost of any acceleration directed under this Section shall not justify an adjustment to the Lump Sum Price or the completion date. The Contractor hereby acknowledges that this provision is a material inducement upon which the Department has relied in entering into the Contract; and represents and warrants that it has included sufficient funding in its Lump Sum Price in order to comply with the requirements of this Section.

**C.6.41** By submitting a bid, the Bidder shall be deemed to have thoroughly examined the terms of this IFB, the Drawings and Specifications and shall constitute its acknowledgement that it has been provided with an opportunity to visit the Project site and that such Offeror has had the opportunity to become familiar with local conditions under which the work is to be performed. Further, in submitting any such bid, the Bidder shall be deemed to represent that it has satisfied itself that it can undertake the work for the stated cost. Among other things, by submitting a bid, the Bidder assumes the following risks: (1) the nature of the land and subsoil unless such conditions constitute a Differing Site Condition; (2) the form and nature of the site and surrounding areas; (3) details and levels of existing pipe lines, conduits, sewers, drains, cables or other existing services; (4) the quantities, nature and availability of the materials, tools, equipment and labor necessary for the completion of the work; (5) the means of access to the site and any accommodation that may be required; (6) uncertainties of weather and physical conditions at the site; and in general to have itself obtained all necessary information as to risk contingencies, climatic, hydrological and natural conditions and other circumstances which may influence or affect his performance of the work.

**C.6.42** The Contractor shall not install any new work/equipment in a location that would interfere or cover up utilities or emergency related equipment (i.e. installing National Electrical Manufacturers Association (NEMA) Control boxes or operators in front of fire alarm pull stations, HVAC controls, light switches, etc.).

## **C.7 PROJECT SPECIFICATIONS AND DRAWINGS**

The Contractor shall construct the work described on the Drawings and Specifications (Attachments J.1.1, J.1.2, J.1.3, J.1.4, J.1.5, J.1.6 and J.1.7, respectively) including any work that is that is not specifically shown in the Project Specifications and Drawings thereon but is reasonably inferable therefrom or necessary for a fully successfully completing the required services. The Project Specifications and Drawings are considered complimentary Contract Documents. What is required and shown in one document is to be considered required and shown by all documents. Greater quantity and greater quality is required if there is a conflict in information provided.

### C.7.1 Specifications

The Specifications for the Project work are delineated in the attached Specifications developed by PAC Industries (Attachments J.1.1, J.1.2, J.1.3, J.1.4, J.1.5, J.1.6, and J.1.7, respectively). The Project Specification are hereby incorporated and made part of this solicitation and resulting contract.

### C.7.2 Drawings

The Contractor shall perform the work in accordance with the Drawings provided in Attachments J.1.1, J.1.2, J.1.3, J.1.4, J.1.5, J.1.6, and J.1.7, respectively.

### C.8 Submittals and Deliverables

C.8.1 The Contractor shall provide the following submittals and deliverables:

- a. **Payment and Performance Bonds** (see Section I.14.3)
- b. **Detailed Schedule.** Within ten (10) days of the issuance of a Notice to Proceed, the Contractor shall submit to the Department for its approval a schedule of the required services. Such schedule shall include a schedule for submittals that is acceptable to the Program Manager. The Program Manager shall have five (5) business days to review such submittal.
- c. **Existing Power Distribution.** The Contractor shall perform site inspection to confirm existing power feeds and termination. The Contractor shall be responsible for ALL FIELD POWER VERIFICATIONS.
- d. **Existing Mechanical Equipment.** The Contractor to perform site inspection to confirm existing conditions of all AHU's, Dryer Exhaust Fan's, Plumbing Connections, Drains and Tanks, Floor Padding, and Chemical Systems. The Contractor is responsible for ALL FIELD VERIFICATIONS of existing conditions of equipment.
- e. **Delivery/Installation Access.** The Contractor is to perform site inspection to confirm existing delivery pathway and access to laundry facilities for proper equipment installation. The Contractor is responsible for all temporary and permanent renovations to doorways, doors, lighting and room equipment for each Project Location as described in Attachments J.1.1, J.1.2, J.1.3, J.1.4, J.1.5, J.1.6 and J.1.7, respectively.
- f. **Safety Plan.** Prior to the start of construction activities, the Contractor shall prepare a safety plan for the construction phase conforming to OSHA 29 CFR 1926 (such plan, the "Safety Plan"). The Safety Plan shall be submitted to the Department, and the Contractor shall incorporate such comments as the Department may reasonably request.
- g. **Safety Barriers/Fences.** The work for this Project will occur in an occupied facility, during normal working hours, and the Contractor shall coordinate work with DGS and the building occupants. As part of its responsibility for Project safety the Contractor shall install such barriers as may be necessary around the work site. The Contractor shall include this information in the Safety Plan and describes the proposed separation and the specific nature of the barriers that will be used.
- h. **Potential Subcontractors and Suppliers.** The Contractor shall include with its bid a list of the significant potential subcontractors that the Contractor intends to engage to perform the work. Within ten (10) days of issuance a Notice to Proceed, the Contractor shall furnish to the Department and its Program Manager a list of the subcontractors and suppliers that will work on this Project as well as a general description of each such subcontractor's scope of work. For those Contractors to perform specialty work, the Contractor shall provide

evidence to demonstrate the capability of the proposed sub-contractor(s) to the Project Manager before engaging such sub-contractor, to perform the specialty work depicted in various sections on the Specifications.

- i. **Schedule of Values** form for approval within 10 calendar days of the issuance of the Notice to Proceed (NTP). Without pre-approved Schedule of Values no invoice will be processed.
- j. **Two-week Look-ahead Schedules** that details what tasks will be performed each day in the upcoming two week period, noting which subcontractors, if any, will be onsite those days
- k. **Invoices** detailing time & materials, description of work performed, and documentation of all expenditures
- l. **Certified Payrolls**, to be submitted within 7 days of the end of the applicable pay period, throughout the length of the construction Project;
- m. The Contractor shall submit all the schedules and progress reports for approval to the Project Manager in a pre-approved format within the 3<sup>rd</sup> week of each month.
- n. **Progress Meetings**. The Contractor shall schedule and conduct at a minimum weekly progress meetings at which the Department, the Program Manager, the Contractor and appropriate Subcontractors can discuss the status of the Work. The Contractor shall prepare and promptly distribute meeting minutes.
- o. **Written Reports**. The Contractor shall provide written reports to the Project Manager on the progress of the entire Work in accordance at least every other week, including, but not limited to, a baseline schedule and schedule updates with narrative demonstrating the critical path of the Project in Primavera format. The Contractor shall also maintain a daily log containing a record of weather, Subcontractors working on the site, number of workers, major equipment on the site, Work accomplished, problems encountered and other similar relevant data as the Department may reasonably require. The log shall be available to the Department and the Project Manager and on a monthly basis a copy of the log shall be submitted to the Department.
- p. **Operation Manuals or Instruction Manuals**. Prior to final acceptance of the Project, the Contractor shall submit to the Project Manager three (3) copies of operation manuals or instruction manuals for each piece of equipment, mechanical or electrical system. The Contractor shall also provide the Project Manager with the manufacturer's product data, provide product warranty, and quantity of fixture/material.

C.8.2 The Contractor shall also provide the following deliverables in hardcopy and/or electronic copy, as instructed below, to the Project Manager:

Item	Format	Due Date
Project Schedule	One (1) electronic copy	Within ten (10) business days of executed NTP
Contingency Plan	One (1) electronic copy	Within five (5) calendar days of executed NTP
CPM Schedule for Phased Project	One (1) electronic copy	
Fully Coordinated SHOP DRAWINGS & Submittals	One (1) electronic copy	Within ten (10) calendar days of executed NTP

Proposed Finish Schedule	One (1) electronic copy	Within five (5) calendar days of executed NTP
Proposed FF & E Schedule	One (1) electronic copy	Within five (5) calendar days of executed NTP
Proposed Keying and Hardware Schedule	One (1) electronic copy Two (2) hard copies	Within five (5) calendar days of executed NTP
Submittals	One (1) electronic copy Two (2) hard copies	As required

The Contractor shall provide submittals to the Project Manager (PM) as indicated in the Drawings, Specifications, and/or Statement of Work to the District for its review and approval prior to proceeding with the work.

**C.8.3 Schedule of Work**

The Contractor shall provide the following documentation as listed below within timeline identified after issuance of the Notice to Proceed (NTP).

- a. Delivery of Material to First facility – **30** calendar days from NTP.
- b. Project Completion as set forth in Section C.5.2.
- c. Phase Work – Each Fire/EMS facility laundry to be completed within the following 5-day installation schedule:

<b>Location</b>	<b>30-60 Days NTP</b>	<b>60-90 Days NTP</b>
Training Academy	Weeks 1&2	
Engine 15	Week 3	
Engine 12	Week 4	
Engine 20		Week 5
Engine 11		Week 6
Engine 4		Week 7

**C.9 ADMINISTRATIVE MATTERS**

Use of Prolog. The Contractor shall utilize the Department's Prolog system to submit any and all documentation required to be provided by the Contractor for the Project, including, but not limited to, (i) requests for information; (ii) submittals; (iii) meeting minutes; (iv) proposed Changes; (v) certified payrolls (and at DGS' option to upload via DOES LCP Tracker software which the District will make available to the Contractor); (vi) Drawings and Specifications; (vii) punch list; (viii) invoices/applications for payment (full package including all forms required by

DGS); and (ix) other documents as may be designated by the Department. Invoices shall be submitted as set forth in Section G.2.

## **C.10 KEY PERSONNEL**

**C.10.1** The Contractor's personnel should have the necessary experience and licenses to perform the required work. Toward that end, Offerors should include within the bid a description of the staff available to perform this work and their qualifications. Key personnel shall include, at a minimum, the following individuals: (i) the Project Executive; (ii) the Field Superintendent; and (iii) the Project Manager who will be responsible for the Project. The Contractor will not be permitted to reassign any of the key personnel unless the Department approves the proposed reassignment and the proposed replacement. A list of the key personnel shall be attached to the contract that results from this IFB.

**C.10.2 Supervision & Coordination.** The Contractor shall properly supervise and coordinate its work. The Contractor shall at a minimum:

- a. Meet as necessary The Contractor and DGS Project Manager shall to review
- b. Maintain full-time on-site construction supervision and provide daily inspections, quality control, monitoring, coordination of various trades, record drawings, and daily work log;
- c. Coordinate work with any on-site personnel so as to ensure that their activities are not adversely affected;
- d. Conduct periodic progress meetings following a Contractor generated agenda with the Project Manager.
- e. Meet the Project Manager on-site once per week for project update walk-throughs;
- f. Provide general safety signage and posting for the project and see that each subcontractor prepares and submits adequate safety program and monitoring throughout the Project;
- g. Obtain all job permits and approvals from the Department of Consumer and Regulatory Affairs that are required to perform and complete the Work, unless otherwise noted herein;
- h. Prepare payment requests, verify accuracy and forward to Department for approval and payment;
- i. Assemble close-out documents required;
- j. Provide assistance to the Department through all applicable warranty periods;
- k. Coordinate its work with all third parties so as not to delay the critical path of the Project; and
- l. Prepare and submit to the Department construction meeting minutes, progress meeting minutes, daily logs, inspection reports, preliminary and baseline schedules, (Primavera format) and schedule updates demonstrating the critical

## **C.10.3 Site Observations**

The Contractor will be required to visit the site, become familiar with local conditions under which the work is to be performed and correlate personal observations with requirements of the Drawings and Specifications. The Contractor shall carefully study and compare the Drawings and Specifications with each other and with information furnished by the Department. Before commencing activities, the Contractor shall (1) take field measurements and verify field conditions; (2) carefully compare this and other information known to the Contractor with the Drawings and Specifications; and (3) promptly report errors, inconsistencies or omissions discovered to the Department. Once work is started, the Contractor assumes the responsibility and costs for the work and the cost of correcting work previously installed.



#### **C.10.4 Progress Meetings**

The Contractor shall schedule and conduct at a minimum bi-weekly progress meetings at which the Department, the Project Manager, the Contractor and appropriate Subcontractors can discuss the status of the work. The PM and FEMS staff will be included, as required. The Contractor shall prepare and promptly distribute meeting minutes.

#### **C.10.5 Written Reports**

The Contractor shall provide written reports to the Project Manager on the progress of the entire work in accordance at least every other week, including, but not limited to, a baseline schedule and schedule updates with narrative demonstrating the critical path of the Project in Primavera format. The Contractor shall also maintain a daily log containing a record of weather, Subcontractors working on the site, number of workers, major equipment on the site, work accomplished, problems encountered and other similar relevant data as the Department may reasonably require. The log shall be available to the Department and the Project Manager and on a monthly basis a copy of the log shall be submitted to the Department.

#### **C.10.6 Licensing, Accreditation and Registration**

The Contractor and all its subcontractors and subconsultants (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.

#### **C.10.7 Conformance with Laws**

It shall be the responsibility of the Contractor to perform the Agreement in conformance with the Department's Procurement Regulations (27 DCMR § 4700 *et seq.*) and all statutes, laws, codes, ordinances, regulations, rules, requirements and orders of governmental bodies, including, without limitation, the U.S. Government and the District of Columbia government; and it is the sole responsibility of the Contractor to determine the Department's procurement regulations, statutes, laws, codes, ordinances, regulations, rules, requirements and orders that apply and their effect on the Contractor's obligations thereunder.

#### **C.11 LIQUIDATED DAMAGES**

The Contractor shall pay to the District of Columbia the sum of Two Hundred and Fifty Dollars (\$250.00) as agreed liquidated damages for each workday of delay in completion of the work for this Project, within the time limits set forth, subject to provisions of Article 5, TERMINATION-DELAYS, of the General Provisions of the Standard Contract Provisions for Construction Projects.

#### **C.12 SPECIAL STANDARDS OF RESPONSIBILITY**

**All Bidder are required to provide the information set forth in Section L. 16 and Section L.17 of this IFB.**

### **SECTION D PACKAGING AND MARKING**

#### **D.1 Not Applicable**



**SECTION E**  
**INSPECTION AND ACCEPTANCE**

- E.1** The inspection and acceptance requirements for this Contract shall be governed by clause number 11 of the Government of the District of Columbia Department of General Services Standard Contract Provisions (General Provisions) for Construction Contracts (Attachment J.14).

**SECTION F**  
**PERIOD OF PERFORMANCE AND DELIVERABLES**

**F.1 TERM OF CONTRACT**

The term of the contract shall be as stated in Section C.5.2.

**F.2 DELIVERABLES**

The Contractor shall perform the activities required to successfully complete the District's requirements and submit each deliverable described in Section C.8 to the DGS Project Manager identified in Section G.9.

**F.2.1** The Contractor shall submit to the District, as a deliverable, the report described in section H.5.5 which is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, the District shall not make final payment to the Contractor pursuant to section G.3.2.

**F.2.3 Submittals**

Product Data & Submittals: The Contractor shall provide manufacturer's product data, provide product warranty, and quantify of fixture/material.

**SECTION G**  
**CONTRACT ADMINISTRATION**

**G.1 INVOICE PAYMENT**

**G.1.1** The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this Contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this Contract.

**G.1.2** The District will pay the Contractor on or before the 30<sup>th</sup> day after receiving a proper invoice from the Contractor.

**G.2 INVOICE SUBMITTAL**

**G.2.1** The Contractor shall create and submit payment requests in an electronic format through the DC Vendor Portal, <https://vendorportal.dc.gov>. The Contractor shall submit proper invoices on a monthly basis. To constitute a proper invoice, the Contractor shall enter all required information into the Portal after selecting the applicable purchase order number which is listed on the Contractor's profile.

**G.2.2** The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section G.2.1 and Section C.9.

For assistance with the registration process, technical difficulties and/or additional information on Prolog, please contact the Portal Help Desk at (202) 671-0571.

**G.2.2** To constitute a proper invoice, the Contractor shall submit the following information on the invoice:

**G.2.2.1** Contractor's name, federal tax ID and invoice date (the Contractor shall date invoices as of the date of mailing or transmittal);

**G.2.2.2** Contract number, invoice number, and appropriate Purchase Order;

**G.2.2.3** Description, price, quantity and the date(s) that the supplies or services were delivered or performed;

**G.2.2.4** Other supporting documentation or information, as required by the Contracting Officer;

**G.2.2.5** Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;

**G.2.2.6** Name, title, phone number of person preparing the invoice;

**G.2.2.7** Name, title, phone number and mailing address of person (if different from the person identified in G.2.2.6 above) to be notified in the event of a defective invoice; and

**G.2.2.8** Authorized signature.

### **G.3 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT**

**G.3.1** For contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment must be accompanied by the report or a waiver of compliance discussed in section H.5.5.

**G.3.2** The District shall not make final payment to the Contractor until the agency CFO has received the Contracting Officer's final determination or approval of waiver of the Contractor's compliance with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements.

### **G.4 PAYMENT**

#### **G.4.1 Partial Payment**

Unless otherwise specified in this Contract, payment will be made on partial deliveries of goods and services accepted by the District if:

- a) The amount due on the deliveries warrants it; or
- b) The Contractor requests it and the amount due on the deliveries is in accordance with the following:
  1. Payment will be made on completion and acceptance of each percentage or stage of work as described in the Fixed Price Task Order in accordance with the prices stated in the Form of Offer Letter and Bid Form, **Attachment J.2**; and
  2. Presentation of a properly executed invoice.

### **G.5 ASSIGNMENT OF CONTRACT PAYMENTS**

**G.5.1** In accordance with 27 DCMR 3250, the Contractor may assign to a bank, trust company, or other financing institution funds due or to become due as a result of the performance of this Contract.

**G.5.2** Any assignment shall cover all unpaid amounts payable under this Contract, and shall not be made to more than one party.

**G.5.3** Notwithstanding an assignment of contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

"Pursuant to the instrument of assignment dated \_\_\_\_\_, make payment of this invoice to (name and address of assignee)."

### **G.6 THE QUICK PAYMENT ACT**

#### **G.6.1 Interest Penalties to Contractors**

**G.6.1.1** The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code § 2-221.01 *et seq.*, as amended, for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of at least 1.5% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before the required payment date. The required payment date shall be:

**G.6.1.1.1** The date on which payment is due under the terms of the contract;

**G.6.1.1.2** Not later than 7 calendar days, excluding legal holidays, after the date of delivery of meat or meat food products;

**G.6.1.1.3** Not later than 10 calendar days, excluding legal holidays, after the date of delivery of a perishable agricultural commodity; or

**G.6.1.1.4** 30 calendar days, excluding legal holidays, after receipt of a proper invoice for the amount of the payment due.

**G.6.1.2** No interest penalty shall be due to the Contractor if payment for the completed delivery of goods or services is made on or after:

**G.6.1.2.1** 3rd day after the required payment date for meat or a meat food product;

**G.6.1.2.2** 5<sup>th</sup> day after the required payment date for an agricultural commodity; or

**G.6.1.2.3** 15<sup>th</sup> day after any other required payment date.

**G.6.1.3** Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

## **G.6.2 Payments to Subcontractors**

**G.6.2.1** The Contractor must take one of the following actions within seven (7) days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under the contract:

**G.6.2.1.1** Pay the subcontractor(s) for the proportionate share of the total payment received from the District that is attributable to the subcontractor(s) for work performed under the contract; or

**G.6.2.1.2** Notify the CO and the subcontractor(s), in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

**G.6.2.2** The Contractor must pay any subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of at least 1.5% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before the:

**G.6.2.2.1** 3<sup>rd</sup> day after the required payment date for meat or a meat product;

**G.6.2.2.2** 5<sup>th</sup> day after the required payment date for an agricultural commodity; or

**G.6.2.2.3** 15<sup>th</sup> day after any other required payment date.

**G.6.2.3** Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

**G.6.2.4** A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District is a party. The District may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

**G.6.3 Subcontractor Quick Payment Clause Flow-Down Requirements**

The Contractor shall include in each subcontract under this Contract a provision requiring the subcontractor to include in its contract with any lower-tier subcontractor or supplier the payment and interest clauses required under paragraphs (1) and (2) of D.C. Official Code § 2-221.02(d).

**G.7 CONTRACTING OFFICER (“CO”)**

Contracts will be entered into and signed on behalf of the District only by contracting officers. The contact information for the Contracting Officers are:

**George G. Lewis, CPPO**  
Chief of Contracts & Procurement | Chief Contracting Officer  
Department of General Services  
2000 14th Street, NW | 8th Floor | Washington, DC 20009  
Tel: 202.478.5727 | Email: [George.Lewis@dc.gov](mailto:George.Lewis@dc.gov)

**Franklin Austin, CPPB, CPM**  
Contracting Officer  
Department of General Services  
2000 14<sup>th</sup> Street, NW 8<sup>th</sup> Floor



Washington, DC 20009  
Franklin.Austin5@dc.gov  
Phone: 202-727-7128

**G.8 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER**

- G.8.1** The CO is the only person authorized to approve changes in any of the requirements of this Contract.
- G.8.2** The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this Contract, unless issued in writing and signed by the CO.
- G.8.3** In the event the Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

**G.9 DEPARTMENT REPRESENTATIVES**

**G.9.1 PROJECT MANAGER**

The DGS Project Manager (“DGS PM”) will assist the CO as needed to ensure the effective implementation of all art installation projects. The DGS Project Manager is:

Sean MacCarthy  
Project Manager – Public Safety Cluster, CCD  
Department of General Services  
1250 U Street, NW 4<sup>th</sup> Floor  
Washington, DC 20009  
Sean.maccarthy@dc.gov  
202.698.4156

**SECTION H  
SPECIAL CONTRACT REQUIREMENTS**

**H.1 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES**

**H.1.1** For all new employment resulting from this Contract or subcontracts hereto, as defined in Mayor's Order 83-265 and implementing instructions, the Contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each Project's labor force:

**H.1.1.1** At least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.

**H.1.2** The Contractor shall negotiate an Employment Agreement with the Department of Employment Services (DOES) for jobs created as a result of this contract. The DOES shall be the Contractor's first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause.

**H.2 DEPARTMENT OF LABOR WAGE DETERMINATIONS**

The Contractor shall be bound by the Wage Determination provided and issued by the U.S. Department of Labor in accordance with the Davis-Bacon Act (40 U.S.C. §§ 276a-276a-7).. The Wage Determination applicable to this and incorporated herein as Section J.7. The Contractor shall be bound by the wage rates for the term of the contract. If an option is exercised, the Contractor shall be bound by the applicable wage rates at the time of the exercise of the option. If the option is exercised and the CO obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

**H.3 PREGNANT WORKERS FAIRNESS**

**H.3.1** The Contractor shall comply with the Protecting Pregnant Workers Fairness Act of 2016, D.C. Official Code § 32-1231.01 *et seq.* (PPWF Act).

**H.3.2** The Contractor shall not:

(a) Refuse to make reasonable accommodations to the known limitations related to pregnancy, childbirth, related medical conditions, or breastfeeding for an employee, unless the Contractor can demonstrate that the accommodation would impose an undue hardship;

(b) Take an adverse action against an employee who requests or uses a reasonable accommodation in regard to the employee's conditions or privileges of employment, including failing to reinstate the employee when the need for reasonable accommodations ceases to the employee's original job or to an equivalent position with equivalent:

(1) Pay;

(2) Accumulated seniority and retirement;

(3) Benefits; and

(4) Other applicable service credits;

(c) Deny employment opportunities to an employee, or a job applicant, if the denial is based on the need of the employer to make reasonable accommodations to the known limitations related to pregnancy, childbirth, related medical conditions, or breastfeeding;

(d) Require an employee affected by pregnancy, childbirth, related medical conditions, or breastfeeding to accept an accommodation that the employee chooses not to accept if the employee does not have a known limitation related to pregnancy, childbirth, related medical conditions, or breastfeeding or the accommodation is not necessary for the employee to perform her duties;

(e) Require an employee to take leave if a reasonable accommodation can be provided; or

(f) Take adverse action against an employee who has been absent from work as a result of a pregnancy-related condition, including a pre-birth complication.

**H.3.3** The Contractor shall post and maintain in a conspicuous place a notice of rights in both English and Spanish and provide written notice of an employee's right to a needed reasonable accommodation related to pregnancy, childbirth, related medical conditions, or breastfeeding pursuant to the PPWF Act to:

(a) New employees at the commencement of employment;

(b) Existing employees; and

(c) An employee who notifies the employer of her pregnancy, or other condition covered by the PPWF Act, within 10 days of the notification.

**H.3.4** The Contractor shall provide an accurate written translation of the notice of rights to any non-English or non-Spanish speaking employee.

**H.3.5** Violations of the PPWF Act shall be subject to civil penalties as described in the Act.

#### **H.4 UNEMPLOYED ANTI-DISCRIMINATION**

**H.4.1** The Contractor shall comply with the Unemployed Anti-Discrimination Act of 2012, D.C. Official Code § 32-1361 *et seq.*

**H.4.2** The Contractor shall not:

(a) Fail or refuse to consider for employment, or fail or refuse to hire, an individual as an employee because of the individual's status as unemployed; or

(b) Publish, in print, on the Internet, or in any other medium, an advertisement or announcement for any vacancy in a job for employment that includes:

(1) Any provision stating or indicating that an individual's status as unemployed disqualifies the individual for the job; or

(2) Any provision stating or indicating that an employment agency will not consider or hire an individual for employment based on that individual's status as unemployed.

**H.4.3** Violations of the Unemployed Anti-Discrimination Act shall be subject to civil penalties as described in the Act.

**H.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT**

**H.5.1** For contracts for services in the amount of \$300,000 or more, the Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code § 2-219.01 et seq. (First Source Act).

**H.5.2** The Contractor shall enter into and maintain during the term of the contract, a First Source Employment Agreement (Employment Agreement) (**Attachment J.8**) with the District of Columbia Department of Employment Service's (DOES), in which the Contractor shall agree that:

- (a) The first source for finding employees to fill all jobs created in order to perform the contract shall be the First Source Register; and
- (b) The first source for finding employees to fill any vacancy occurring in all jobs covered by the Employment Agreement shall be the First Source Register.

**H.5.3** The Offeror shall comply with subchapter X of Chapter II of Title 2, and all successor acts thereto, including by not limited to the *Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011*, and the rules and regulations promulgated thereunder, including, but not limited to the following requirements:

- a) At least twenty percent (20%) of journey worker hours by trade shall be performed by District residents;
- b) At least sixty percent (60%) of apprentice hours by trade shall be performed by District residents;
- c) At least fifty one percent (51%) of the skilled laborer hours by trade shall be performed by District residents; and
- d) At least seventy percent (70%) of common laborer hours shall be performed by District residents.

**H.5.4** The Contractor shall not begin performance of the contract until its Employment Agreement has been accepted by DOES. Once approved, the Employment Agreement shall not be amended except with the approval of DOES.

**H.5.5** The Contractor agrees that at least 51% of the new employees hired to perform the contract shall be District residents.

- H.5.6** The Contractor's hiring and reporting requirements under the First Source Act and any rules promulgated thereunder shall continue for the term of the contract.
- H.5.7** The CO may impose penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract, for a willful breach of the Employment Agreement, failure to submit the required hiring compliance reports, or deliberate submission of falsified data.
- H.5.8** If the Contractor does not receive a good faith waiver, the CO may also impose an additional penalty equal to 1/8 of 1% of the total amount of the direct and indirect labor costs of the contract for each percentage by which the Contractor fails to meet its hiring requirements.
- H.5.9** Any contractor which violates, more than once within a 10-year timeframe, the hiring or reporting requirements of the First Source Act shall be referred for debarment for not more than five (5) years.
- H.5.10** The contractor may appeal any decision of the CO pursuant to this clause to the D.C. Contract Appeals Board as provided in the Article 14, Disputes clauses of the DGS SCPs for Construction Contracts.
- H.5.11** The provisions of the First Source Act do not apply to nonprofit organizations which employ 50 employees or less.

## **H.6 LIVING WAGE ACT**

The Living Wage Act is applicable to this Contract. As such, the Contractor and its subcontractors shall comply with the wage and reporting requirements imposed by that Act (**Attachment J.6**).

## **H.7 BUY AMERICAN ACT PROVISION.**

**H.7.1** The Contractor shall comply with the provisions of the Buy American Act (41 U.S.C. § 10a), including, but not limited to, the purchase of steel.

**H.7.1.1** In accordance with the Buy American Act (41 U.S.C. § 10a-10d), and Executive Order 10582, December 17, 1954 (3 CFR, 1954-58 Comp., p. 230), as amended by Executive Order 11051, September 27, 1962 (3 CFR, 1059—63 Comp., p. 635), the Contractor agrees that only domestic construction material will be used by the Contractor, subcontractors, material men and suppliers in the performance of the agreement, except for non-domestic material listed in the Contract.

- a. "Components" as used in this Section, means those articles, materials and supplies incorporated directly into the end products.
- b. "Domestic end product", as used in this section, means, (1) an unmanufactured end product mined or produced in the United States, or (2) an end product manufactured in the United States, if the cost of its components mined, produced, or manufactured in the United States, exceeds 50 percent of the cost of all its components.

- c. Components of foreign origin of the same class or kind as the products shall be treated as domestic. Scrap generated, collected, and prepared for processing in the United States is considered domestic.
- d. "End Products", as used in this Section, means those articles, materials, and supplies to be acquired for public use under this Contract.
- e. The Design- Builder shall deliver only domestic end products, except those:
  - i. For use outside the United States;
  - ii. That the District determines are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities of a satisfactory quality;
  - iii. For which the District determines that domestic preference would be inconsistent with the public interest; or
  - iv. For which the District determines the cost to be unreasonable.

**H.7.1.2 Domestic Construction Material.** "Construction material" means any article, material or supply brought to the construction site for incorporation in the building or work. An unmanufactured construction material is a "domestic construction material" if it has been mined or produced in the United States. A manufactured construction material is a "domestic construction material" if it has been manufactured in the United States and if the cost of its components which have been mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. "Component" means any article, material, or supply directly incorporated in a construction material.

**H.7.1.3 Domestic Component.** A component shall be considered to have been "mined, produced, or manufactured in the United States" regardless of its source, in fact, if the article, material or supply in which it is incorporated was manufactured in the United States and the component is of a class or kind determined by the government to be not mined, produced or manufactured in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality.

**H.7.1.4 Foreign Material.** When steel materials are used in a project a minimal use of foreign steel is permitted. The cost of such materials cannot exceed one-tenth of one percent of the total project cost, or \$2,500,000, whichever is greater

## **H.8 ANTI-DEFICIENCY ACT**

The Department's obligations and responsibilities under the terms of the Contract are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1350, 1351, (ii) the D.C. Code 47-105, (iii) the District of Columbia Anti-Deficiency Act, D.C. Code §§ 47-355.01 - 355.08, as the foregoing statutes may be amended from time to time, and (iv) Section 446 of the District of Columbia Home Rule Act. The Contract shall not constitute an indebtedness of the Department, nor shall it constitute an obligation for which the Department is obligated to levy or pledge any form of taxation, or for which the Department has levied or pledged

any form of taxation. **IN ACCORDANCE WITH § 446 OF THE HOME RULE ACT, D.C. CODE § 1-204.46, NO DISTRICT OF COLUMBIA OFFICIAL IS AUTHORIZED TO OBLIGATE OR EXPEND ANY AMOUNT UNDER THE AGREEMENT OR CONTRACT DOCUMENTS UNLESS SUCH AMOUNT HAS BEEN APPROVED, IS LAWFULLY AVAILABLE AND APPROPRIATED BY ACT OF CONGRESS.**

## **H.9 SUBCONTRACTING REQUIREMENTS**

### **H.9.1 Mandatory Subcontracting Requirements**

- H.9.1.1** For all contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).
- H.9.1.2** If there are insufficient SBEs to completely fulfill the requirement of paragraph H.9.1.1, then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.
- H.9.1.3** A prime contractor that is certified by DSLBD as a small, local, or disadvantaged business enterprise shall not be required to comply with the provisions of sections H.9.1.1 and H.9.1.2.
- H.9.1.4** Except as provided in H.9.1.5 and H.9.1.7, a prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- H.9.1.5** If the prime contractor is a certified joint venture and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, the CBE member of the certified joint venture shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. If the CBE member of the certified joint venture prime contractor performs less than 50% of the contracting effort, the certified joint venture shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- H.9.1.6** Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.
- H.9.1.7** A prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the on-site work with its own organization and resources if the contract is \$1 million or less.

## **H.9.2 Subcontracting Plan**

If the prime contractor is required to subcontract under this Contract, it shall submit a subcontracting plan as part of the bid and it may only be amended after award with the prior written approval of the CO and Director of DSLBD. Any reduction in the dollar volume of the subcontracted portion resulting from an amendment of the plan after award shall inure to the benefit of the District.

Each subcontracting plan shall include the following:

- (1) The name and address of each subcontractor;
- (2) A current certification number of the small or certified business enterprise;
- (3) The scope of work to be performed by each subcontractor; and
- (4) The price that the prime contractor will pay each subcontractor.

## **H.9.3 Copies of Subcontracts**

Within twenty-one (21) days of the date of award, the Contractor shall provide fully executed copies of all subcontracts identified in the subcontracting plan to the CO, PM, District of Columbia Auditor and the Director of DSLBD.

## **H.9.4 Subcontracting Plan Compliance Reporting**

**H.9.4.1** The Contractor shall submit a quarterly report to the CO, PM, District of Columbia Auditor and the Director of DSLBD. The quarterly report shall include the following information for each subcontract identified in the subcontracting plan:

- (A) The price that the prime contractor will pay each subcontractor under the subcontract;
- (B) A description of the goods procured or the services subcontracted for;
- (C) The amount paid by the prime contractor under the subcontract; and
- (D) A copy of the fully executed subcontract, if it was not provided with an earlier quarterly report.

**H.9.4.2** If the fully executed subcontract is not provided with the quarterly report, the prime contractor will not receive credit toward its subcontracting requirements for that subcontract.

## **H.9.5 Annual Meetings**

Upon at least 30-days written notice provided by DSLBD, the Contractor shall meet annually with the CO, PM, District of Columbia Auditor and the Director of DSLBD to provide an update on its subcontracting plan.

## **H.10 FAIR CRIMINAL RECORD SCREENING**

**H.10.1** The Contractor shall comply with the provisions of the Fair Criminal Record Screening Amendment Act of 2014, effective December 17, 2014 (D.C. Law 20-152) ("Act" as used in this section). This section applies to any employment, including employment on a temporary or



contractual basis, where the physical location of the employment is in whole or substantial part within the District of Columbia.

- H.10.2** Prior to making a conditional offer of employment, the Contractor shall not require an applicant for employment, or a person who has requested consideration for employment by the Contractor, to reveal or disclose an arrest or criminal accusation that is not then pending or did not result in a criminal conviction.
- H.10.3** After making a conditional offer of employment, the Contractor may require an applicant to disclose or reveal a criminal conviction.
- H.10.4** The Contractor may only withdraw a conditional offer of employment, or take adverse action against an applicant, for a legitimate business reason as described in the Act.
- H.10.5** This section and the provisions of the Act shall not apply:
- (a) Where a federal or District law or regulation requires the consideration of an applicant's criminal history for the purposes of employment;
  - (b) To a position designated by the employer as part of a federal or District government program or obligation that is designed to encourage the employment of those with criminal histories;
  - (c) To any facility or employer that provides programs, services, or direct care to, children, youth, or vulnerable adults; or
  - (d) To employers that employ less than 11 employees.
- H.10.6** A person claiming to be aggrieved by a violation of the Act may file an administrative complaint with the District of Columbia Office of Human Rights, and the Commission on Human Rights may impose monetary penalties against the Contractor.

**H.11           FREEDOM OF INFORMATION ACT**

The District of Columbia Freedom of Information Act, at D.C. Official Code § 2-532 (a-3), requires the District to make available for inspection and copying any record produced or collected pursuant to a District contract with a private contractor to perform a public function, to the same extent as if the record were maintained by the agency on whose behalf the contract is made. If the Contractor receives a request for such information, the Contractor shall immediately send the request to the Project Manager designated in subsection **G.9** who will provide the request to the FOIA Officer for the agency with programmatic responsibility in accordance with the D.C. Freedom of Information Act. If the agency with programmatic responsibility receives a request for a record maintained by the Contractor pursuant to the contract, the Project Manager will forward a copy to the Contractor. In either event, the Contractor is required by law to provide all responsive records to the Project Manager within the timeframe designated by the Project Manager. The FOIA Officer for the agency with programmatic responsibility will determine the releasability of the records. The District will reimburse the Contractor for the costs of

searching and copying the records in accordance with D.C. Official Code §2-532 and Chapter 4 of Title 1 of the D.C. Municipal Regulations.

**H.12 SECTION 504 OF THE REHABILITATION ACT OF 1973, as amended.**

During the performance of the contract, the Contractor and any of its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against disabled people in federally funded program and activities. See 29 U.S.C. §794 *et seq.*

**H.13 AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)**

During the performance of this contract, the Contractor and any of its subcontractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. See 42 U.S.C. §12101 *et seq.*

**H.14 WAY TO WORK AMENDMENT ACT OF 2006**

**H.14.1** Except as described in **Section H.14.8** below, the Contractor shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. Law 16-118, D.C. Official Code §2-220.01 *et seq.*) (“Living Wage Act of 2006”), for contracts for services in the amount of \$100,000 or more in a 12-month period.

**H.14.2** The Contractor shall pay its employees and subcontractors who perform services under the contract no less than the current living wage.

**H.14.3** The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to pay its employees who perform services under the contract no less than the current living wage rate.

**H.14.4** The DOES may adjust the living wage annually and Contractor will find the current living wage rate on its website at [www.does.dc.gov](http://www.does.dc.gov).

**H.14.5** The Contractor shall provide a copy of the Fact Sheet attached as **J.6** to each employee and subcontractor who performs services under the contract. The Contractor shall also post the Notice attached as **J.6** in a conspicuous place in its place of business. The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to post the Notice in a conspicuous place in its place of business.

**H.14.6** The Contractor shall maintain its payroll records under the contract in the regular course of business for a period of at least three (3) years from the payroll date, and shall include this requirement in its subcontracts for \$15,000 or more under the contract.

**H.14.7** The payment of wages required under the Living Wage Act of 2006 shall be consistent with and subject to the provisions of *D.C. Official Code §32-1301 et seq.*

**H.14.8** The requirements of the Living Wage Act of 2006 do *not* apply to:

- (1) Contracts or other agreements that are subject to higher wage level determinations required by federal law;
- (2) Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage;
- (3) Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
- (4) Contracts for services needed immediately to prevent or respond to a disaster or imminent threat to public health or safety declared by the Mayor;
- (5) Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services; provided that the trainees do not replace employees subject to the Living Wage Act of 2006;
- (6) An employee under 22 years of age employed during a school vacation period, or enrolled as a full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act of 2006;
- (7) Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District;
- (8) Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3));
- (9) Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (*D.C. Law 5-48; D.C. Official Code § 44-501*); and
- (10) Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

**H.14.9**

The Mayor may exempt a contractor from the requirements of the Living Wage Act of 2006, subject to the approval of Council, in accordance with the provisions of Section 109 of the Living Wage Act of 2006.

**H.15 DIVERSION, REASSIGNMENT AND REPLACEMENT OF KEY PERSONNEL**

The Key Personnel specified in the contract are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified Key Personnel for any reason, the Contractor shall notify the CO at least thirty (30) calendar days in advance and shall submit justification, including proposed substitutions, in sufficient detail, to permit evaluation of the impact upon the contract. The Contractor shall obtain written approval from the CO for any proposed substitution of Key Personnel. For clarity, the Contractor will not be permitted to replace any Key Personnel unless the Department approves the proposed reassignment and/or proposed replacement

**H.16 AUDITS AND RECORDS**

**H.16.1** As used in this clause, “records” includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form.

**H.16.2 Examination of Costs.** If this is a cost-reimbursement, incentive, time-and-materials, labor-hour, or price redeterminable contract, or any combination of these, the Contractor shall maintain and the CO, or an authorized representative of the CO, shall have the right to examine and audit all records and other evidence sufficient to reflect properly all costs claimed to have been incurred or anticipated to be incurred directly or indirectly in performance of this contract. This right of examination shall include inspection at all reasonable times of the Contractor’s plants, or parts of them, engaged in performing the contract.

**H.16.3 Cost or pricing data.** If the Contractor has been required to submit cost or pricing data in connection with any pricing action relating to this contract, the CO, or an authorized representative of the CO, in order to evaluate the accuracy, completeness, and currency of the cost or pricing data, shall have the right to examine and audit all of the Contractor’s records, including computations and projections, related to:

- a. The proposal for the contract, subcontract, or modification;
- b. The discussions conducted on the proposal(s), including those related to negotiating;
- c. Pricing of the contract, subcontract, or modification; or
- d. Performance of the contract, subcontract or modification.

**H.16.4 Comptroller General**

**H.16.4.1** The Comptroller General of the United States, or an authorized representative, shall have access to and the right to examine any of the Contractor’s directly pertinent records involving transactions related to this contract or a subcontract hereunder.

**H.16.4.2** This paragraph may not be construed to require the Contractor or subcontractor to create or maintain any record that the Contractor or subcontractor does not maintain in the ordinary course of business or pursuant to a provision of law.

**H.16.5 Reports.** If the Contractor is required to furnish cost, funding, or performance reports, the CO or an authorized representative of the CO shall have the right to examine and audit the supporting records and materials, for the purpose of evaluating:

- a. The effectiveness of the Contractor's policies and procedures to produce data compatible with the objectives of these reports; and
- b. the data reported.

**H.16.6 Availability.** The Contractor shall make available at its office at all reasonable times the records, materials, and other evidence described in section H.11, for examination, audit, or reproduction, until three (3) years after final payment under this contract or for any shorter period specified in the solicitation, or for any longer period required by statute or by other clauses of this contract. In addition:

- a. If this contract is completely or partially terminated, the Contractor shall make available the records relating to the work terminated until three (3) years after any resulting final termination settlement; and
- b. The Contractor shall make available records relating to appeals under the Disputes clause or to litigation or the settlement of claims arising under or relating to this contract until such appeals, litigation, or claims are finally resolved.

**H.16.7** The Contractor shall insert a clause containing all the terms of this clause, including this section H.16.7 in all subcontracts under this contract that exceed the small purchase threshold of \$100,000, and:

- a. That are cost-reimbursement, incentive, time-and-materials, labor-hour, or price redeterminable type or any combination of these;
- b. For which cost or pricing data are required; or
- c. That requires the subcontractor to furnish reports as discussed in H.16.5 of this clause.

## **H.17 ADVISORY AND ASSISTANCE SERVICES**

This contract is a "nonpersonal services contract". The Contractor and the Contractor's employees: (1) shall perform the services specified herein as independent contractors, not as employees of the government; (2) shall be responsible for their own management and administration of the work required and bear sole responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this contract; (3) shall be free from supervision or control by any government employee with respect to the manner or method of performance of the service specified; but (4) shall, pursuant to the government's right and obligation to inspect, accept or reject work, comply with such general direction of the CO, or the duly authorized representative of the CO as is necessary to ensure accomplishment of the contract objectives.

**H.18 DISTRICT RESPONSIBILITIES**

**H.18.1 District Furnished Property**

District property shall remain the property of the District in all respects. The Project Manager may require Contractor personnel to sign for receipt and custody of District furnished property, at the discretion of the Program Manager. The Contractor shall take all reasonable precautions to safeguard and protect District property. District property shall be used only in direct Operations for providing contract services, and shall not be used in any manner for any personal advantage, business gain, or other personal endeavor by the Contractor or the Contractor's employees.

**H.19 CONTRACTOR RESPONSIBILITIES**

**H.19.1** The Contractor shall be responsible for providing services in accordance with the requirements of this contract.

**H.19.2** The Contractor shall be responsible for obtaining all licenses and permits necessary for the performance of this contract.

**H.19.3** The Contractor shall furnish all equipment needed for the performance of the work under this contract. All equipment must be properly guarded and meet all applicable United States Occupational Safety and Health Administration OSHA standards.

**H.19.4** The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work, and shall hold the District harmless for any action on his part or that of his employees or subcontractors, which results in illness, injury or death.

**H.19.5** Meet all federal, state vehicles compliance standards, local laws, inspections, and regulations, including, but not limited to, the permitting requirements under Chapter 25 of Title 18, DCMR by the DC Department of Transportation (DDOT), the DC Department of Consumer and Regulatory Affairs (DCRA) and the DC Department of Public Works (DPW). The Contractor shall ensure that each vehicle is licensed and registered in accordance with District regulations.

**H.20 STAFF ATTIRE AND IDENTIFICATION**

**H.20.1** The Contractor's staff shall wear identification badges at all times. The identification badges shall provide company logo, employee's name, and employee photograph.

**H.21 SAFETY REQUIREMENTS**

**H.21.1** The Contractor shall be responsible for complying with all applicable District and Federal rules, regulations and practices relating to safety on the job site; for all injury to persons or damage to property that occurs as a result of the Contractor's negligence and shall take proper safety and health precautions to protect the work, the workers, the tenants and

District property; and for all materials delivered and work performed until completion and acceptance of the entire work in writing by the Project Manager.

**H.21.2** The Contractor shall provide and ensure that all its personnel at the work sites properly wear all applicable safety devices and apparel required by the United States Occupational Safety and Health Administration (OSHA) including, but not limited to:

**H.21.2.1** Back support devices

**H.21.2.2** Eye protection

**H.21.2.3** Hearing protection

**H.21.2.4** Hand protection

**H.21.2.5** Head protection

**H.21.2.6** Foot protection

**H.21.3** The District has the right to inspect all areas for safety violations at its discretion, direct the Contractor to make immediate improvement of necessary conditions and/or procedures, and/or stop the work if other hazards are deemed to exist.

**H.21.4** Notwithstanding any provision to the contrary, the District shall not be obligated to make an equitable adjustment for any work stoppage that results from safety hazards created by the Contractor. In the event that the Contracting Officer directs the work to stop because of existing safety hazards after the Contractor has been notified and provided ample time to correct, the Contractor shall bear all costs for eliminating the hazard(s) and shall not be granted compensation for the work stoppage.

**H.21.5** The Contractor shall immediately notify the Project Manager if the job site is visited by an OSHA official for compliance of the Occupational Safety and Health Act or any other safety regulatory requirements.

**H.22 FIRE PREVENTION**

**H.22.1** The Contractor shall be responsible for establishing and maintaining an effective fire prevention program for its employees and the District property being serviced on the job site.

**H.22.2** The Contractor shall be knowledgeable and train all its employees on the job site to fulfill the requirements of this Statement of Work on the procedures, means of egress and methods of reporting fires on the job sites.

**H.23 SMOKE FREE ENVIRONMENT**

The District's facilities are smoke free. The Contractor is responsible for adhering to all applicable rules and regulations regarding maintenance of a smoke free environment on the job sites.

**H.24 ACCIDENT REPORTS**

The Contractor shall immediately notify the Project Manager of any accidents on the job site arising from the performance of this SOW that involve bodily injury to Contractor's employees or District workers or both, building occupants, visitors, or other persons.

**H.25 PROPERTY DAMAGE NOTIFICATION**

Any damage caused by the Contractor or its employees to District property shall be promptly repaired or replaced by the Contractor at the Contractor's expense.

**H.26 SUSPENSION OF WORK**

**H.26.1** In the event services are not provided or required by the District because the buildings is closed due to unanticipated circumstances, deductions to the Contractor price normally payable to Contractor will be computed as follows.

**H.26.2** The deduction rate in dollars per day will be equal to the per month contract price for the building, divided by twenty-one (21) days per month. (This will be adjusted as appropriate if some portion of the Contractor's requirements apply to weekends or holidays).

**H.26.3** The deduction rate in dollars per day multiplied by the number of days services were not provided or required will equal the total dollar deduction to be made.

**H.26.4** Deductions will not be made to the extent that the Contractor can demonstrate that payment to employees is required by an incorporated wage determination or union agreement.

**H.26.5** In the event services are provided for portion of days, appropriate adjustments will be made by the Project Manager to assure the Contractor is compensated for services provided.

**H.27 CONTRACTOR RESPONSIBILITY UPON CONTRACT COMPLETION OR TERMINATION**

**H.27.1** The Contractor shall turn over all plans codes, manuals, records, files, reports, databases spare inventory and materials developed or purchased in the course of the contract to the Project Manager within thirty (30) calendar days after contract completion or termination. The Contractor shall develop transition plans, which shall describe staffing and organizational structure during the phase-in and phase-out transition periods, and how the Contractor will interact with the existing work force during the thirty (30) days of transition at the beginning and end of this contract.



## **H.28 CONTRACT WORK HOURS AND SAFETY STANDARDS ACT**

The Contractor agrees that the applicable work performed under this Contract shall be subject to the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333).

## **H.29**

### **FALSE CLAIMS ACT**

The Contractor shall be governed by all laws and regulations prohibiting false or fraudulent statements and claims made to DC government, including the prescriptions set forth in D.C. Official Code §§ 22-2514 and 2-381.01 et seq. In the event that it is discovered that the Design-Builder has made a false, fraudulent or unsupported statement or claim to the Department, the Department may terminate this Agreement without liability.

**SECTION I  
CONTRACT CLAUSES**

**I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS**

The Department of General Services Standard Contract Provisions General Provisions for Construction Contracts (“SCPs”) (**Attachment J.14**). The SCPs are incorporated as part of the Contract.

**I.2 Reserved**

**I.3 CONFIDENTIALITY OF INFORMATION**

The Contractor shall keep all information relating to any employee or customer of the District in absolute confidence and shall not use the information in connection with any other matters; nor shall it disclose any such information to any other person, firm or corporation, in accordance with the District and federal laws governing the confidentiality of records.

**I.4 TIME**

Time, if stated in a number of days, will include Saturdays, Sundays, and holidays, unless otherwise stated herein.

**I.5 RIGHTS IN DATA**

**A. Definitions**

1. “Products” - A deliverable under any contract that may include commodities, services and/or technology furnished by or through the Contractor, including existing and custom Products, such as, but not limited to: a) recorded information, regardless of form or the media on which it may be recorded; b) document research; c) experimental, developmental, or engineering work; d) licensed software; e) components of the hardware environment; f) printed materials (including but not limited to training manuals, system and user documentation, reports, drawings); g) third party software; h) modifications, customizations, custom programs, program listings, programming tools, data, modules, components; and i) any intellectual property embodied therein, whether in tangible or intangible form, including but not limited to utilities, interfaces, templates, subroutines, algorithms, formulas, source code, and object code.
2. “Existing Products” - Tangible Products and intangible licensed Products that exist prior to the commencement of work under the contract. Existing Products must be identified on the Product prior to commencement of work or else will be presumed to be Custom Products.
3. “Custom Products” - Products, preliminary, final or otherwise, which are created or developed by Contractor, its subcontractors, partners, employees, resellers or agents for the District under the contract.
4. “District” – The District of Columbia and its agencies.

## **B. Title to Project Deliverables**

The Contractor acknowledges that it is commissioned by the District to perform services detailed in the Contract. The District shall have ownership and rights for the duration set forth in the contract to use, copy, modify, distribute, or adapt Products as follows:

1. Existing Products: Title to all Existing Licensed Product(s), whether or not embedded in, delivered or operating in conjunction with hardware or Custom Products, shall remain with Contractor or third party proprietary owner, who retains all rights, title and interest (including patent, trademark or copyrights). Effective upon payment, the District shall be granted an irrevocable, non-exclusive, worldwide, paid-up license to use, execute, reproduce, display, perform, adapt (unless Contractor advises the District as part of Contractor's bid that adaptation will violate existing agreements or statutes and Contractor demonstrates such to the District's satisfaction), and distribute Existing Product to District users up to the license capacity stated in the contract with all license rights necessary to fully effect the general business purpose of the Project or work plan or contract. Licenses shall be granted in the name of the District. The District agrees to reproduce the copyright notice and any other legend of ownership on any copies authorized under this paragraph.

2. Custom Products: Effective upon Product creation, the Contractor shall convey, assign, and transfer to the District the sole and exclusive rights, title and interest in Custom Products, whether preliminary, final or otherwise, including all patent, trademark, and copyrights. The Contractor hereby agrees to take all necessary and appropriate steps to ensure that the Custom Products are protected against unauthorized copying, reproduction and marketing by or through the Contractor.

## **C. Transfers or Assignments of Existing or Custom Products by the District**

The District may transfer or assign Existing or Custom Products and the licenses thereunder to another District agency. Nothing herein shall preclude the Contractor from otherwise using the related or underlying general knowledge, skills, ideas, concepts, techniques and experience developed under a Project or work plan in the course of the Contractor's business.

## **D. Subcontractor Rights**

Whenever any data, including computer software, are to be obtained from a subcontractor under the contract, the Contractor shall use this clause, **Rights in Data**, in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the District's or the Contractor's rights in that subcontractor data or computer software which is required for the District.

## **E. Source Code Escrow**

1. For all computer software furnished to the District with the rights specified in section B.2, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope as specified in section B.2 of this clause. For all computer software furnished to the District with the restricted rights specified in section B.1 of this clause, the District, if the Contractor either directly or through a successor or affiliate shall cease to provide the maintenance or warranty

services provided the District under the contract or any paid-up maintenance agreement, or if the Contractor should be declared insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the current version of the source code supplied under the contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.

2. If the Contractor or Product manufacturer/developer of software furnished to the District with the rights specified in section B.1 of this clause offers the source code or source code escrow to any other commercial customers, the Contractor shall either: (1) provide the District with the source code for the Product; (2) place the source code in a third party escrow arrangement with a designated escrow agent who shall be named and identified to the District, and who shall be directed to release the deposited source code in accordance with a standard escrow arrangement acceptable to the District; or (3) will certify to the District that the Product manufacturer/ developer has named the District as a named beneficiary of an established escrow arrangement with its designated escrow agent who shall be named and identified to the District, and who shall be directed to release the deposited source code in accordance with the terms of escrow.

3. The Contractor shall update the source code, as well as any corrections or enhancements to the source code, for each new release of the Product in the same manner as provided above, and certify such updating of escrow to the District in writing.

#### **F. Indemnification and Limitation of Liability**

The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this Contract, or (ii) based upon any data furnished under this Contract, or based upon libelous or other unlawful matter contained in such data.

G. All DGS data, information, documents, and similar material provided to the contractor for the purpose of performing the scope will remain the sole property of DGS and will be destroyed or returned by the contractor upon completion of services.

H. All Contractors' specified deliverables to DGS will become DGS sole property and will not be encumbered in their future use by any licensing or copyright by the Contractor.

The Contractor may maintain a copy of deliverables for internal reference purposes.

I. The Contractor's intellectual property related to delivery of services will remain The Contractor's property unless otherwise specified in this Contract or task order.

#### **I.6 OTHER CONTRACTORS**

The Contractor shall not commit or permit any act that will interfere with the performance of work by another District contractor or by any District employee.

## **I.7 SUBCONTRACTS**

The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior written consent of the CO. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District will have the right to review and approve prior to its execution by the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this Contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

## **I.8 INSURANCE**

- A. **GENERAL REQUIREMENTS.** The Contractor at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A- / VII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein.

All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Contractor and its subcontractors (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its subcontractors, and not the additional insured. The additional insured status under the Contractor's and its subcontractors' Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 **and** CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the CO in writing. All of the Contractor's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Contractor or its subcontractors, or anyone for whom the Contractor or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Contractor and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee and subcontractors.

1. Commercial General Liability Insurance (“CGL”) - The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. (“ISO”) form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for all ongoing and completed operations of the Contractor, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit.
2. Automobile Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor, with minimum per accident limits equal to the greater of (i) the limits set forth in the Contractor’s commercial automobile liability policy or (ii) \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers’ Compensation Insurance - The Contractor shall provide evidence satisfactory to the CO of Workers’ Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer’s Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of employer’s liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

All insurance required by this paragraph 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

4. Cyber Liability Insurance - The Contractor shall provide evidence satisfactory to the Contracting Officer of Cyber Liability Insurance, with limits not less than \$1,000,000 per occurrence or claim, \$1,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. This insurance requirement will be considered met if the general liability insurance includes an affirmative cyber endorsement for the required amounts and coverages.

5. Environmental Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of pollution legal liability insurance covering losses caused by pollution conditions that arise from the ongoing or completed operations of the Contractor. Completed operations coverage shall remain in effect for at least ten (10) years after completion of the work. Such insurance shall apply to bodily injury, property damage (including loss of use of damaged property or of property that has been physically injured), cleanup costs, liability and cleanup costs while in transit, and defense (including costs and expenses incurred in the investigation, defense and settlement of claims). There shall be neither an exclusion nor a sublimit for mold-related claims. The minimum limits required under this paragraph shall be equal to the greater of (i) the limits set forth in the Contractor's pollution legal liability policy or (ii) \$2,000,000 per occurrence and \$2,000,000 in the annual aggregate. If such coverage is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverages under the policy precedes the Contractor's performance of any work under the Contract and that continuous coverage will be maintained or an extended reporting period will be exercised for at least ten (10) years after completion. The Contractor also must furnish to the Owner certificates of insurance evidencing pollution legal liability insurance maintained by the transportation and disposal site operators(s) used by the Contractor for losses arising from facility(ies) accepting, storing or disposing hazardous materials or other waste as a result of the Contractor's operations. Such coverages must be maintained with limits of at least the amounts set forth above.
  
6. Commercial Umbrella or Excess Liability - The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Contractor's umbrella or excess liability policy or (ii) \$5,000,000 per occurrence and \$5,000,000 in the annual aggregate, following the form and in excess of all liability policies. **All** liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the "other insurance" provision must be amended in accordance with this requirement and principles of vertical exhaustion.

**B. PRIMARY AND NONCONTRIBUTORY INSURANCE**

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

**C. DURATION.** The Contractor shall carry all required insurance until all contract work is accepted by the District of Columbia and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.

**D. LIABILITY.** These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**

**E. CONTRACTOR'S PROPERTY.** Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding

and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

- F. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.
- G. NOTIFICATION. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of coverage and / or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium. The Contractor will also provide the CO with an updated Certificate of Insurance should its insurance coverages renew during the contract.
- H. CERTIFICATES OF INSURANCE. The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

**The Government of the District of Columbia**

**And mailed to the attention of:  
Franklin Austin, Contracting Officer  
1250 U Street, N.W., 3<sup>rd</sup> Floor  
(202) 727-7128  
Franklin.austin5@dc.gov**

The CO may request and the Contractor shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Contractor expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

- I. DISCLOSURE OF INFORMATION. The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.
- J. CARRIER RATINGS. All Contractor's and its subcontractors' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the in the District.



## **I.9 EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Section J.13. An award cannot be made to any bidder who has not satisfied the equal employment requirements.

## **I.10 ORDER OF PRECEDENCE**

The contract awarded as a result of this IFB will contain the following clause:

A conflict in language shall be resolved by giving precedence to the document in the highest order of priority that contains language addressing the issue in question. The following documents are incorporated into the Contract by reference and made a part of the Contract in the following order of precedence:

- (1) An applicable Court Order, if any
- (2) Contract Document
- (3) Standard Contract Provisions (SCPs)
- (4) Contract attachments other than the SCP
- (5) Contractor's Bid

## **I.11 NON-DISCRIMINATION CLAUSE**

- (a) The Contractor shall not discriminate in any manner against any employee or applicant for employment that would constitute a violation of the District of Columbia Human Rights Act, effective December 13, 1977, as amended (D.C. Law 2-38; D.C. Official Code § 2-1402.01.01 *et seq.*) ("Act", as used in this Section). The Contractor shall include a similar clause in all subcontracts, except subcontracts for standard commercial supplies or raw materials. In addition, the Contractor agrees, and any subcontractor shall agree, to post in conspicuous places, available to employees and applicants for employment, a notice setting forth the provisions of this non-discrimination clause as provided in section 251 of the Act.
- (b) Pursuant to Mayor's Order 85-85, (6/10/85), Mayor's Order 2002-175 (10/23/02), Mayor's Order 2011-155 (9/9/11) and the rules of the Office of Human Rights, Chapter 11 of Title 4 of the D.C. Municipal Regulations, the following clauses apply to the contract:

- (1) The Contractor 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, disability, matriculation, political affiliation, source of income or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act.
- (2) The Contractor agrees to take 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, disability, matriculation, political affiliation, 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 of compensation; and
  - (e) selection for training and apprenticeship.
- (3) The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting agency, setting forth the provisions in subsections I.13.1 and I.13.2 concerning non-discrimination and affirmative action.
- (4) The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor; state that all qualified applicants will receive consideration for employment pursuant to the non-discrimination requirements set forth in subsection I.12.4.
- (5) The Contractor agrees to send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the contracting agency, advising the said labor union or workers' representative of that contractor's commitments under this nondiscrimination clause and the Act, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (6) The Contractor agrees to permit access to its books, records, and accounts pertaining to its employment practices, by the Chief Procurement Officer or designee, or the Director of the Office of Human Rights or designee, for purposes of investigation to ascertain compliance with the Act, and to require under terms of any subcontractor agreement each subcontractor to permit access of such subcontractors' books, records, and accounts for such purposes.
- (7) The Contractor agrees to comply with the provisions of the Act and with all guidelines for equal employment opportunity applicable in the District of Columbia adopted by the Director of the Office of Human Rights, or any authorized official.
- (8) The Contractor shall include in every subcontract the equal opportunity clauses subsections I.13.3 through I.13.11 of this section, so that such provisions shall be binding upon each subcontractor or vendor.
- (9) The Contractor shall take such action with respect to any subcontract as the CO may direct as a means of enforcing these provisions, including sanctions for noncompliance; provided, however, that in the event the Contractor becomes

involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the District to enter into such litigation to protect the interest of the District.

## **I.12 BONDS**

### **I.12.1 Bid Bond**

Bidders are required to submit with their bid a bid bond in the amount of five percent (5%) of total bidding budget, in the form included as **Attachment J.9**. All bonding companies must be included on the Department of Treasury's Listing of Approved Sureties. Alternatively, Bidders may submit a cashier's check in lieu of a bid bond. However, in the event a Bidder who is awarded the Agreement fails to post a payment and performance bond for the full value of the Agreement, the Bidder shall thereby forfeit the full amount of the cashier's check, and the Department shall collect such funds as liquidated damages. If the Bidder chooses to submit a cashier's check in lieu of a bid bond, the Bidder must complete the form included as **Attachment J.9** and return, notarized, with the Bidder's Proposal.

### **I.12.2 Trade Subcontractor Bonds**

The Contractor shall require that all trade subcontractors provide a payment and performance bond having a penal value equal to One Hundred Percent (100%) of the cost of the trade subcontract. All such bonds shall be written on a dual-oblige basis.

### **I.12.3 Contractor's Payment and Performance Bond**

The Contractor shall be required to provide payment and performance bonds each having a penal value equal to 100% of the Contract Amount. The Contractor shall provide the required bonds within ten (10) days of the execution of the Contract. All bonding companies must be licensed to conduct business in the District of Columbia and be included on the Department of Treasury's Listing of Approved Sureties website.

## **I.13 CONTRACTS IN EXCESS OF ONE MILLION DOLLARS**

Any contract in excess of \$1,000,000 shall not be binding or give rise to any claim or demand against the District until approved by the Council of the District of Columbia and signed by the Contracting Officer.

## **I.14 GOVERNING LAW**

This Contract and any disputes arising out of or related to this Contract, shall be governed by, and construed in accordance with, the laws of the District of Columbia.

## **I.15 CHANGES**

- (a) The CO may, at any time, by written order, and without notice to the surety, if any, make changes in the contract within the general scope hereof. If such change causes an increase or decrease in the cost of performance of the contract, or in the time required for performance, an equitable adjustment shall be made. Any claim for adjustment for a change within the

general scope must be asserted within ten (10) days from the date the change is ordered; provided, however, that the CO, if he or she determines that the facts justify such action, may receive, consider and adjust any such claim asserted at any time prior to the date of final settlement of the contract. If the parties fail to agree upon the adjustment to be made, the dispute shall be determined as provided in the SCP.

- (b) The District shall not require the Contractor, and the Contractor shall not require a subcontractor, to undertake any work that is beyond the original scope of the contract or subcontract, including work under a District-issued change order, when the additional work increases the contract price beyond the not-to-exceed price or negotiated maximum price of this contract, unless the CO:
  - (1) Agrees with Contractor, and if applicable, the subcontractor on a price for the additional work;
  - (2) Obtains a certification of funding to pay for the additional work;
  - (3) Makes a written, binding commitment with the Contractor to pay for the additional work within 30-days after the Contractor submits a proper invoice; and
  - (4) Provides the Contractor with written notice of the funding certification.
- (c) The Contractor shall include in its subcontracts a clause that requires the Contractor to:
  - (1) Within 5 business days of its receipt of notice the approved additional funding, provide the subcontractor with notice of the amount to be paid to the subcontractor for the additional work to be performed by the subcontractor;
  - (2) Pay the subcontractor any undisputed amount to which the subcontractor is entitled for the additional work within 10 days of receipt of payment from the District; and
  - (3) Notify the subcontractor and CO in writing of the reason the Contractor withholds any payment from a subcontractor for the additional work.
- (d) Neither the District, Contractor, nor any subcontractor may declare another party to be in default, or assess, claim, or pursue damages for delays, until the parties to agree on a price for the additional work.

**SECTION J  
ATTACHMENTS**

The following list of attachments are incorporated into the IFB by reference.

<b>Attachment Number</b>	<b>Document</b>
<b>J.1.1</b>	Scope of Work/Drawings & Specifications for Engine House 4
<b>J.1.2</b>	Scope of Work/Drawings & Specifications for Engine House 11
<b>J.1.3</b>	Scope of Work/Drawings & Specifications for Engine House 12
<b>J.1.4</b>	Scope of Work/Drawings & Specifications for Engine House 15
<b>J.1.5</b>	Scope of Work/Drawings & Specifications for Engine House 20
<b>J.1.6</b>	Scope of Work/Drawings & Specifications for FEMS Training Academy
<b>J.1.7</b>	Washer and Drying Cabinet Specifications – All Project Locations
<b>J.2</b>	Form of Offer Letter and Bid Form
<b>J.3</b>	Bidder/Offeror Certification Form
<b>J.4</b>	Tax Certification Affidavit
<b>J.5</b>	SBE Subcontracting Plan Form (if required by law)
<b>J.6</b>	2019 Living Wage Act Notice and Fact Sheet
<b>J.7</b>	U.S. Department of Labor Davis Bacon Wage Determination
<b>J.8</b>	Department of Employment Services First Source Employment Agreement and Employment Plan (if contract is \$300,000 or more)
<b>J.9</b>	Bid Bond Form
<b>J.10</b>	Bid Guaranty Certification

<b>Attachment Number</b>	<b>Document</b>
<b>J.11</b>	Certification to Furnish Performance & Payment Bond
<b>J.12</b>	Payment and Performance Bond
<b>J.13</b>	Equal Employment Opportunity Policy Statement
<b>J.14</b>	Department of General Services Standard Contract Provisions General Provisions Construction Contracts (2016)
<b>J.15</b>	Award Signature Page

**SECTION K**  
**REPRESENTATIONS, CERTIFICATIONS AND**  
**OTHER STATEMENTS OF BIDDERS**

**K.1** Each Bidder shall submit the Bidder/Offeror Certification Form (**Attachment J.3**) with its bid.

**SECTION L**  
**INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS**

**L.1 METHOD OF AWARD**

- L.1.1** The District reserves the right to accept/reject any/all bids resulting from this IFB. The CO may reject all bids or waive any minor informality or irregularity in bids received whenever it is determined that such action is in the best interest of the District.
- L.1.2** The District intends to make a single contract award under this IFB to the responsive and responsible Bidder with the lowest bid.

**L.2 BID SUBMISSION DATE AND TIME**

Bids must be submitted no later than **2:00p.m., EST on July 22, 2019.**

**L.3 WITHDRAWAL OR MODIFICATION OF BIDS**

A Bidder may modify or withdraw its bid upon written or facsimile transmission if received at the location designated in the IFB for submission of bids, but not later than the exact time set for opening of bids.

**L.4 LATE SUBMISSIONS, LATE MODIFICATIONS, AND LATE WITHDRAWALS**

- L.4.1** Bids, modifications to bids, or requests for withdrawals that are received at the location designated in the IFB after the time and date specified above, are "late" and shall be considered only if they are received before the award is made and any of the following circumstances apply:
- a. The bid or modification was sent by registered or certified mail no later than five (5) calendar days before the date specified for receipt of bids;
  - b. It was sent by mail and the Contracting Officer determines that the late receipt was due solely to mishandling by the District after receipt at the location specified in the IFB; or
  - c. It was sent electronically by the Bidder prior to the time and date specified and there is objective evidence in electronic form confirming that the bid was received prior to the bid receipt time and date specified.

**L.4.2 Postmarks**

The only acceptable evidence to establish the date of a late bid, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. If neither postmark shows a legible date, the bid, modification or withdrawal shall be deemed to have been mailed late. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown on the postmark, the bid shall be considered late unless the Bidder can furnish evidence from the postal authorities of timely mailing.



**L.4.3 Late Submissions**

A late bid, late request for modification or late request for withdrawal shall not be considered, except as provided in this section L.

**L.4.4 Late Modifications**

A late modification of a successful bid which makes its terms more favorable to the District will be considered at any time it is received and may be accepted.

**L.4.5 Late Bids**

A late bid, late modification or late withdrawal of a bid that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful bids resulting from this IFB.

**L.5 BID IDENTIFICATION AND DELIVERY**

Bids shall be proffered with a one (1) original, one (1) hard copy and one (1) electronic copy on a flash drive. The Contractor's submission shall be placed in a sealed envelope conspicuously marked:

**“SOLICITATION NUMBER: DCAM-19-CS-IFB-0014  
CONSTRUCTION SERVICES FOR ENGINE HOUSES 4, 11, 12, 15, 20 AND TRAINING  
ACADEMY LAUNDRY EQUIPMENT UPGRADES AND LAUNDRY ROOM RENOVATIONS”**

**Bids must be delivered or mailed to:**

**Department of General Services**  
George G. Lewis c/o Bernadette Catalan  
Chief Contracting Officer  
2000 14<sup>th</sup> Street, NW 8<sup>th</sup> Floor  
Washington, DC 20009

**L.6 ERRORS IN BIDS**

Bidders are expected to read and understand fully all information and requirements contained in the IFB; failure to do so will be at the Bidder's risk. In event of a discrepancy between the unit price and the total price, the unit price shall govern.

**L.7 QUESTIONS ABOUT THE SOLICITATION**

If a prospective bidder has any questions relative to this solicitation, the prospective Bidder shall submit the questions in writing to the Contact. The prospective Bidder shall submit questions **on July 15, 2019 by 2:00 pm** to Bernadette at [bernadette.catalan@dc.gov](mailto:bernadette.catalan@dc.gov) . The District will not consider any questions received after **July 15, 2019**. The District will furnish responses promptly to all other prospective Bidders. An amendment to the IFB will be issued, if that information is necessary in submitting bids, or if the lack of it would be prejudicial to any other prospective

bidders. Oral explanations or instructions given before the award of the contract will not be binding.

## **L.8 BID PROTESTS**

Any actual or prospective Bidder or contractor, who is aggrieved in connection with the IFB or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than ten (10) business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent prior to bid opening or the time set for receipt of initial bids shall be filed with the Board prior to bid opening or the time set for receipt of initial bids. The protest shall be filed in writing, with the Contract Appeals Board, 441 4<sup>th</sup> Street NW, Suite 350N, Washington, D.C. 20001. The aggrieved person shall also mail a copy of the protest to the CO of the IFB.

## **L.9 ACKNOWLEDGMENT OF AMENDMENTS**

The Bidder shall acknowledge receipt of any amendment to this IFB (a) by signing and returning the amendment; (b) by identifying the amendment number and date in the space provided for this purpose in Section A.13 of the IFB; or (c) by letter or telegram, including mailgrams. The District must receive the acknowledgment by the date and time specified for receipt of bids. Bidder's failure to acknowledge an amendment may result in rejection of the bid.

## **L.10 SIGNING OF BIDS**

**L.10.1** The Contractor shall sign the bid and print or type its name on the IFB, Offer and Award form of this IFB. Each bid must show a full business address and telephone number of the Bidder and be signed by the person or persons legally authorized to sign contracts. Erasures or other changes must be initialed by the person signing the bid. Bids signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the CO.

**L.10.2** All correspondence concerning the bid or resulting contract will be mailed to the address shown on the bid in the absence of written instructions from the bidder or contractor to the contrary. Any bid submitted by a partnership must be signed with the partnership name by a general partner with authority to bind the partnership. Any bid submitted by a corporation must be signed with the name of the corporation followed by the signature and title of the person having authority to sign for the corporation.

## **L.11 FAMILIARIZATION WITH CONDITIONS**

Bidders shall thoroughly familiarize themselves with the terms and conditions of this IFB, acquainting themselves with all available information regarding difficulties which may be encountered and the conditions under which the work is to be accomplished. Bidders will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

**L.12 BIDS WITH OPTION YEARS**

Reserved

**L.13 LEGAL STATUS OF BIDDER**

Each bid must provide the following information:

**L.13.1** Name, address, telephone number and federal tax identification number of Bidder;

**L.13.2** A copy of each District of Columbia license, registration or certification that the Bidder is required by law to obtain. If the bidder is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the bid shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and

**L.13.3** If the Bidder is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.

**L.14 BID OPENING**

A public bid opening will be held **July 22, 2019 at 3:00 p.m.** at 1250 U Street, NW, Washington, DC 20009, Capitol Hill Conference Room, 4<sup>th</sup> Floor.

**L.15 CERTIFICATES OF INSURANCE**

Prior to commencing work, the Contractor shall have its insurance broker or insurance company submit certificates of insurance giving evidence of the required coverages to the CO. **Each certificate of insurance must identify the contract or solicitation number.**

**L.16 GENERAL STANDARDS OF RESPONSIBILITY**

**L.16.1** To be determined responsible, a prospective contractor must demonstrate that it:

- (a) Has adequate financial resources, or the ability to obtain such resources, required to perform the contract;
- (b) Is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and government contract commitments;
- (c) Has a satisfactory performance record;
- (d) Has a satisfactory record of integrity and business ethics;
- (e) Has a satisfactory record of compliance with the applicable District licensing and tax laws and regulations;

- (f) Has a satisfactory record of compliance with the law, including labor and civil rights laws and rules, and the First Source Employment Agreement Act of 1984, D.C. Official Code § 2-219.01 *et seq.*, as amended;
- (g) Has, or has the ability to obtain, the necessary organization, experience, accounting, and operational control, and technical skills;
- (h) Has, or has the ability to obtain, the necessary production, construction, technical equipment, and facilities;
- (i) Has not exhibited a pattern of overcharging the District;
- (j) Does not have an outstanding debt with the District or the federal government in a delinquent status; and
- (k) Is otherwise qualified and is eligible to receive an award under applicable laws and regulations.

**L.16.2** If the prospective contractor fails to supply the information requested, the CO shall make the determination of responsibility or nonresponsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the CO shall determine the prospective contractor to be nonresponsible

#### **L.17 SPECIAL STANDARDS OF RESPONSIBILITY**

**In addition to Section L.16**, to be determined responsible, a prospective contractor must:

L.17.1 Contractor should have at least 10 years' experience as a General Contractor and performed a minimum of three (3) projects of comparable Fire/EMS Laundry Facilities size and scope.

L.17.2 Provide examples of at least 3 projects of similar size and scope of work, inclusive of MEP and finishes represented to this bid package and should provide examples of such projects and references for those projects. Similar in size shall mean projects with a total value between \$250,000 and \$1,000,000. Similar in scope shall mean construction projects involving:

- (a) Demonstrated experience working in occupied buildings; provide examples.
- (b) The Contractor shall have performed a minimum of three (3) projects of comparable size and scope as a General Contractor.
- (c) The Contractor shall submit a reference list including names and telephone numbers of (3) commercial washer and dryer installations of this type specified within the past five (5) years.
- (d) Contractor must have experience working on multiple sites simultaneously, please provide examples.
- (e) Use of phasing work to maintain full facility operation throughout the renovation of the Projects.

- (f) If the Contractor has ever received a cure notice on work performed, please provide the reasons and how it was resolved.

#### **L.18 INSTRUCTIONS TO BIDDERS**

The Bidder shall complete and include the following attachments with their Bid:

- (a) The IFB pages 1 – 71 in its entirety
- (b) Acknowledgement of Amendments (**Attachment J.15, Section B.3**);
- (c) Bidder/Offeror Certification Form (**Attachment J.3**);
- (d) Tax Affidavit - Each Contractor shall submit a tax affidavit provided as **Attachment J.4**. In order to be eligible for this procurement, Contractors must be in full compliance with their tax obligations to the District of Columbia government;
- (e) SBE Subcontracting Plan (**Attachment J.5**);
- (f) First Source Employment Plan and Agreement (**Attachment J.8**);
- (g) Bid Bond for Evaluation Purposes Only (**Attachment J.9**);
- (h) Bid Guaranty Certification (**Attachment J.10**);
- (i) Certification to Furnish Performance and Payment Bond (**Attachment J.11**);
- (j) EEO Policy Statement (**Attachment J.13**); and
- (k) Award Signature Page (**Attachment J.15**)

#### **L.19 RESTRICTION ON DISCLOSURE AND USE OF DATA**

- L.19.1** Bidders who include in their bid data that they do not want disclosed to the public or used by the District except for use in the procurement process shall mark the title page with the following legend:

**"This bid includes data that shall not be disclosed outside the District and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process.**

**If, however, a contract is awarded to this bidder as a result of or in connection with the submission of this data, the District will have the right to duplicate, use, or disclose the data to the extent consistent with the District's needs in the procurement process. This restriction does not limit the District's rights to use, without restriction, information contained in this proposal if it is obtained from another source. The data subject to this restriction are contained in sheets (insert page numbers or other identification of sheets).**

- L.19.2** Mark each sheet of data it wishes to restrict with the following legend:

**"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this Bid."**

#### **L.20 UNNECESSARILY ELABORATE BIDS**

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the bidder's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

**L.21            RETENTION OF SUBMISSIONS**

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

**L.22            NO COMPENSATION FOR PREPARATION OF BIDS**

The Department shall not bear or assume any financial obligations or liabilities regarding the preparation of any bids submitted in response to this IFB, or prepared in connection therewith, including, but without limitation, any bids, statements, reports, data, information, materials or other documents or items.

**L.23            ELECTRONIC COPY OF BIDS FOR FREEDOM OF INFORMATION ACT REQUESTS**

In addition to other bid submission requirements, the bidder must submit an electronic copy of its bid, redacted in accordance with any applicable exemptions from disclosure in D.C. Official Code §2-534, in order for the District to comply with §2-536(b) that requires the District to make available electronically copies of records that must be made public. The District's policy is to release documents relating to District bids following award of the contract, subject to applicable FOIA exemption under §2-534(a)(1).

**SECTION M  
EVALUATION FACTORS**

**M.1. Preferences for Certified Business Enterprises**

Under the provisions of the “Small and Certified Business Enterprise Development and Assistance Act of 2005”, D.C. Official Code § 2-218.01 *et seq.*, as amended (the “Act”, as used in this section), the District shall apply preferences in evaluating bids from businesses that are certified by the Department of Small and Local Business Development (DSLBD) pursuant to Part D of the Act.

**M.1.1. Application of Preferences**

For evaluation purposes, the allowable preferences under the Act shall be applicable to prime contractors in response to this IFB as follows:

**M.1.1.1A** small business enterprise certified by the DSLBD will receive a three percent (3%) reduction in the bid price.

**M.1.1.2A** resident-owned business certified by DSLBD will receive a five percent (5%) reduction in the bid price.

**M.1.1.3A** longtime resident business certified by DSLBD will receive a ten percent (10%) reduction in the bid price.

**M.1.1.4A** local business enterprise certified by DSLBD will receive a two percent (2%) reduction in the bid price.

**L.1.1.5** A local business enterprise with its principal offices located in an enterprise zone certified by DSLBD will receive a two percent (2%) reduction in the bid price.

**M.1.1.6A** disadvantaged business enterprise certified by DSLBD will receive a two percent (2%) reduction in the bid price.

**M.1.1.7A** veteran-owned business certified by DSLBD will receive a two percent (2%) reduction in the bid price.

**M.1.1.8A** local manufacturing business enterprise certified by DSLBD will receive a two percent (2%) reduction in the bid price.

**M.1.2 Maximum Preference Awarded**

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled to under the Act is twelve per cent (12%) for bids submitted in response to this IFB. There will be no preference awarded for subcontracting by the prime contractor with certified business enterprises.

**M.1.3 Preferences for Certified Joint Ventures**

A joint venture certified by DSLBD for this solicitation will receive preferences as a prime contractor as determined by DSLBD.

**M.1.4 Verification of Bidder's Certification as a Certified Business Enterprise**

**M.1.4.1** Any bidder seeking to receive preferences on this solicitation must be certified at the time of submission of its bid. The CO will verify the bidder's certification with DSLBD, and the bidder should not submit with its bid any documentation regarding its certification as a certified business enterprise.

**M.1.4.2** Any bidder seeking certification in order to receive preferences under this IFB should contact the:

Department of Small and Local Business Development  
ATTN: CBE Certification Program  
441 Fourth Street, NW, Suite 850N  
Washington DC 20001

**M.1.4.3** All bidders are encouraged to contact DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

**M.2 EVALUATION OF OPTION YEARS**

Not Applicable



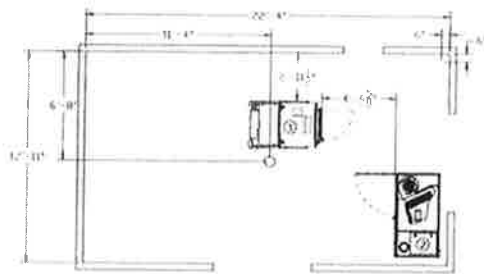
**ATTACHMENT J**  
**Engine Houses 4, 11, 12, 15, 20 and Training Academy**

**ATTACHMENT J.1.1**  
**SCOPE OF WORK**  
**ENGINE HOUSE 4**

**Attachment J.1.1**  
**SOW - ENGINE HOUSE - 04; 2530 Sherman Avenue NW, DC 20010**

**A. Laundry Facility Appliance Upgrades:**

1. All work is to be performed during normal business hours and not be disruptive to operations of facility.
2. The General Contractor (GC) to remove laundry entrance door permanently to enable adequate access to new drying cabinet. Patch/paint surrounding area as needed.
3. PAC Industries (PAC) to salvage existing washer and dryer unit and deliver to DCFEMS storage facility.
4. PAC to furnish and install (1) MILNOR – 30022T6X – 60LB WASHER [with Electrical Configuration: 208-240/60/3] with 1 – 6” STEEL MOUNTING BASE:
  - a. Mount and level a 6” steel base to enhance loading height of the washer to the existing concrete floor using an industry standard anchor bolt and grout procedure.
  - b. Secure final connections to the existing 3/4” cold water line
  - c. F&I Y-joint connection to the existing 3/4” hot water line to adequately supply the dual hot water connections needed
  - d. F&I plumbing supplies and connections from the new washer to the existing PVC drain and trough.
5. PAC to furnish and install (1) MILNOR – FC-6 – DRYING CABINET [with Electrical Configuration: 208/60/3 with a 50A breaker]
6. PAC to deliver appliances to job site, uncrate and rig into position per approved layout below.
7. Proposed layout below. GC to field verify and make adjustments as required to meet FEMS and manufacturer clearance requirements.



**ENGINE 4**

EQUIPMENT LIST						
ITEM	MANUFACTURER	MODEL	DESCRIPTION	EXIST	PRPD	OPT.
1	MILNOR	30022T6X	60 L.B. WASHER,EXTRACTOR		1	
2	MILNOR	FC 6	DRYING CABINET		1	

**B. Electrical Improvements**

1. FOR WASHER: GC to re-use existing electrical outlet and disconnect. When no existing outlet and disconnect exist, F&I new per manufacturer requirements.
2. FOR DRYER: GC to furnish and install new electrical circuit, conduit, wiring, outlet, and disconnect for Dryer per manufacture requirements as follows:

- a. Demo existing gear washer and dryer circuits' raceways and electrical devices as needed.
- b. Install new conduit raceways and conductors as needed.
- c. Install one 30 amp, 3phase fused disconnect and one 60 amp, 3 phase fused disconnect. Mark panel circuit on disconnect.
- d. Supply one spare fuse in each disconnect.
- e. Provide flexible conduit raceways with conductors and mark panel circuit connection on disconnects.
- f. Provide support in final testing of equipment
- g. Seal all concrete penetrations.
- h. Provide one 15 amp, 3 phase breaker.
- i. Provide circuit to water heater with 3 phase circuit breaker in panel room
- j. Install hot water heater fused disconnect, provide spare fuse in disconnect and label circuit information on disconnect.

#### C. Plumbing Improvements

1. GC to furnish and install an 80-gallon/80k btus, floor-mounted, gas-fired hot water tank in the laundry room with associated piping, connections, electrical, etc. required for complete system.
2. PAC to furnish and install new connection hoses between hot water tank and washer machine.

#### D. Chemical Supply Installation

1. PAC to provide removal of existing chemical supply pumps and hoses. Dispose per EPA Standards.
2. PAC to furnish and install 3-pumps chemical dispenser assembly to adequately deliver the proper chemistry to the washer:
  - a. 120 V outlet/dispenser
  - b. Dimensions of 3-Pump: Height 5.8"/Width 11.6"/Depth 6.3"/Weight 16 lbs.
3. PAC to furnish and install NFPA-approved chemicals for the initial start-up of the washer:
  - a. Detergent: ECOLAB, TRI-STAR, DETERGENT OZ, 5 gallon, #6116561
  - b. Neutralizer: ECOLAB, TRI-STAR, ADVACARE 120 SOUR, 5 gallon, #6114299

#### E. Dryer Exhaust Improvements

1. PAC to furnish and install new 6" exhaust duct including all supplies, connections and boring hole into the side wall to the outside for proper ventilation of the FC-6 drying cabinet. PAC to properly seal new wall penetration.
2. PAC to remove and dispose any unnecessary ducting.

#### F. Installation Inspection

1. Within [3 days] after the completion of the installation, PAC to schedule a factory-authorized PAC service tech on-site for review of the installation, connections and gear guardian programming.
2. PAC to perform start-up of all laundry machinery to ensure proper operation and perform operational, troubleshooting.

G. PAC Training

1. PAC to provide manufacturer suggested daily/weekly, monthly, and yearly maintenance training as prescribed in the provided operational and maintenance manuals.
  - a. DGS will provide pre-determined, on-site staff that will be responsible for future in-house training and equipment oversight to other staff.
2. PAC to provide (3) manuals in both hard copy and digital.

H. Maintenance Program (estimated time 2 hours each visit)

1. PAC to provide (2) two-hour planned maintenance visits for the first year of operation.
  - a. The first visit will come 6 months after the signed off start-up date by a PAC factory authorized service tech.
  - b. The second visit will come during the 12<sup>th</sup> month after the signed off start-up date by a PAC factory authorized service tech.
  - c. Adhere to the service scope found within the attached pm checklists.
  - d. Provide continuous training on pm and operation procedures.
2. PAC to provide a full report of PAC technician's findings during these visits to the DGS staff on site.

I. MISC Improvements

1. GC to provide any and all additional work not listed above, but required to have a complete and functioning system in the end.
2. PAC to remove all new equipment crating and installation debris from site.

J. Vendor Contact Information:

PAC Industries

Attn: Scott Benjamin; 410.299.4739

[scott@pacindustries.com](mailto:scott@pacindustries.com)

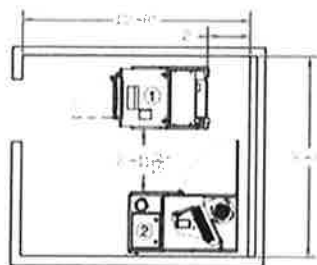
NOTE: GC Base Bids must be 100% based on PAC Industries design and specifications/cut sheets provided. Substitutions will not be accepted, and all bids will be considered to include specified items whether clarified or not by bidders.

**ATTACHMENT J.1.2**  
**SCOPE OF WORK**  
**ENGINE HOUSE 11**

**Attachment J.1.2**  
**SOW - ENGINE HOUSE 11, 3420 14th Street NW DC 20010**

**A. Laundry Facility Appliance Upgrades:**

1. All work is to be performed during normal business hours and not be disruptive to operations of facility.
2. GC to remove and reinstall laundry entrance door and door-jam to supply adequate width for the extraction of existing and delivery of new machines. Patch/paint surrounding walls as needed.
3. PAC to salvage existing washer and dryer unit and deliver to DCFEMS storage facility.
4. PAC to furnish and install (1) MILNOR – 30022T6X – 60LB WASHER [with Electrical Configuration: 208-240/60/3] with 1 – 6” STEEL MOUNTING BASE:
  - a. Mount and level a 6” steel base to enhance loading height of the washer to the existing concrete floor using an industry standard anchor bolt and grout procedure.
  - b. Secure final connections to the existing 3/4” cold water line
  - c. F&I Y-joint connection to the existing 3/4” hot water line to adequately supply the dual hot water connections needed
  - d. F&I plumbing supplies and connections from the new washer to the existing PVC drain
5. PAC to furnish and install (1) MILNOR – FC-6 – DRYING CABINET [with Electrical Configuration 208/60/3 with a 50A breaker].
6. PAC to deliver appliances to job site, uncrate and rig into position per approved layout below.
7. PAC to position the washer to not face the entrance door to allow appropriate space for operator.
8. Proposed layout below. GC to field verify and make adjustments as required to meet FEMS and manufacturer clearance requirements.



**ENGINE 11**

**B. Electrical Improvements**

1. **FOR WASHER:** Re-use existing electrical outlet and disconnect. When no existing outlet and disconnect exist, F&I new per manufacturer requirements.

2. FOR DRYER: GC to furnish and install new electrical circuit, conduit, wiring, outlet, and disconnect for Dryer manufacture as follows:
  - a. Demo existing gear washer and dryer circuits, raceways, and electrical devices as needed.
  - b. Install new conduits raceways and conductors as needed and provide breakers as needed in panel.
  - c. Install one 30 amp fused disconnect and one 60 amp disconnect and mark panel circuit on disconnect.
  - d. Supply one spare replacement fuse in each disconnect.
  - e. Provide conduit raceways and conductors to panel room and provide 30 amp breakers in panel as needed.
  - f. Provide flexible conduit raceway with conductors and make final connections on disconnects.
  - g. Provide support in final testing of equipment to assure functionality of equipment.
  - h. Seal all concrete penetrations.

C. Plumbing Improvements

1. PAC to cap existing gas line.
2. PAC to furnish and install new connection hoses between hot water tank and washer machine.

D. Chemical Supply Installation

1. PAC to provide removal of existing chemical supply pumps and hoses. Dispose per EPA Standards.
2. PAC to furnish and install 3-pumps chemical dispenser assembly to adequately deliver the proper chemistry to the washer:
  - a. 120 V outlet/dispenser
  - b. Dimensions of 3-Pump: Height 5.8"/Width 11.6"/Depth 6.3"/Weight 16 lbs.
3. PAC to furnish and install NFPA-approved chemicals for the initial start-up of the washer:
  - a. Detergent: ECOLAB, TRI-STAR, DETERGENT OZ, 5 gallon, #6116561
  - b. Neutralizer: ECOLAB, TRI-STAR, ADVACARE 120 SOUR, 5 gallon, #6114299

E. Dryer Exhaust Improvements

1. PAC to furnish and install new 6" exhaust duct including all supplies and connections of the 6" exhaust ducting for the FC-6 drying cabinet and transition the 6" duct into the existing 8" duct.
2. PAC to remove and dispose any unnecessary ducting.

F. Installation Inspection

1. Within [3 days] after the completion of the installation, schedule a factory-authorized PAC service tech on-site for review of the installation, connections and gear guardian programming.
2. PAC to perform start-up of all laundry machinery to ensure proper operation and perform operational, troubleshooting.



G. PAC Training

1. PAC to provide manufacturer suggested daily/weekly, monthly, and yearly maintenance training as prescribed in the provided operational and maintenance manuals.
  - a. DGS will provide pre-determined, on-site staff that will be responsible for future in-house training and equipment oversight to other staff.
2. PAC to provide (3) manuals in both hard copy and digital.

H. Maintenance Program (estimated time 2 hours each visit)

1. PAC to provide (2) two-hour planned maintenance visits for the first year of operation.
  - a. The first visit will come 6 months after the signed off start-up date by a PAC factory authorized service tech.
  - b. The second visit will come during the 12<sup>th</sup> month after the signed off start-up date by a PAC factory authorized service tech.
  - c. Adhere to the service scope found within the attached pm checklists.
  - d. Provide continuous training on pm and operation procedures.
2. PAC to provide a full report of PAC technician's findings during these visits to the DGS staff on site.

I. MISC Improvements

1. GC to provide any and all additional work not listed above, but required to have a complete and functioning system in the end.
2. PAC to remove all new equipment crating and installation debris from site.

J. Vendor Contact Information:

PAC Industries

Attn: Scott Benjamin; 410.299.4739

[scott@pacindustries.com](mailto:scott@pacindustries.com)

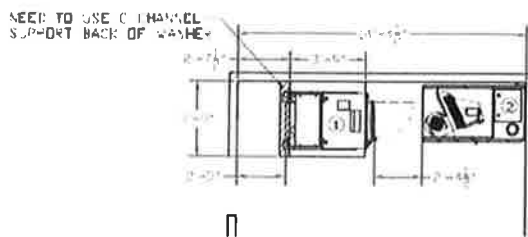
NOTE: GC Base Bids must be 100% based on PAC Industries design and specifications/cut sheets provided. Substitutions will not be accepted, and all bids will be considered to include specified items whether clarified or not by bidders.

**ATTACHMENT J.1.3**  
**SCOPE OF WORK**  
**ENGINE HOUSE 12**

**Attachment J.1.3**  
**SOW - ENGINE HOUSE - 12; 2225 5<sup>th</sup> Street NE, DC**

**A. Laundry Facility Appliance Upgrades:**

1. All work is to be performed during normal business hours and not be disruptive to operations of facility.
2. GC to remove and reinstall laundry entrance door and door-jam to supply adequate width for the extraction of existing and delivery of new machines. Patch/paint surrounding walls as needed.
3. PAC to salvage existing washer and dryer unit and deliver to DCFEMS storage facility.
4. PAC to furnish and install (1) MILNOR – 30022T6X – 60LB WASHER [with Electrical Configuration: 208-240/60/3] with 1 – 6” STEEL MOUNTING BASE:
  - a. Furnish and install a piece of C channel at the rear of the washer to accommodate the larger footprint. Mount and level the washer to the existing concrete floor using an industry standard anchor bolt and grout procedure.
  - b. Secure final connections to the existing 3/4” cold water line
  - c. F&I Y-joint connection to the existing 3/4” hot water line to adequately supply the dual hot water connections needed
  - d. F&I plumbing supplies and connections from the new washer to the existing PVC drain
5. PAC to furnish and install (1) MILNOR – FC-6 – DRYING CABINET [with Electrical Configuration 208/60/3 with a 50A breaker].
6. PAC to deliver appliances to job site, uncrate and rig into position per approved layout below.
7. Proposed layout below. GC to field verify and make adjustments as required to meet FEMS and manufacturer clearance requirements.



**ENGINE 12**

**B. Electrical Improvements**

1. FOR WASHER: Re-use existing electrical outlet and disconnect. When no existing outlet and disconnect exist, F&I new per manufacturer requirements.
2. FOR DRYER: GC to furnish and install new electrical circuit, conduit, wiring, outlet, and disconnect for Dryer per manufacture requirements as follows:

- a. Demo existing gear washer and dryer circuits raceways, disconnects and electrical devices as needed.
  - b. Install new conduits raceways and conductors as needed.
  - c. Install one 30 amp, 3 phase fused disconnect and one 60 amp, 3 phase fused disconnect. Mark panel circuit on disconnect
  - d. Supply one spare fuse in each disconnects.
  - e. Provide flexible conduit raceways with conductors and make final connections to disconnect.
  - f. Provide support in final testing of equipment to assure functionality of equipment.
  - g. Seal all concrete penetrations.
  - h. Provide new breakers in panel and label as needed.
- C. Plumbing Improvements
- 1. PAC to cap existing gas line.
  - 2. PAC to furnish and install new connection hoses between hot water tank and washer machine.
- D. Chemical Supply Installation
- 1. PAC to provide removal of existing chemical supply pumps and hoses. Dispose per EPA Standards.
  - 2. PAC to furnish and install 3-pumps chemical dispenser assembly to adequately deliver the proper chemistry to the washer:
    - a. 120 V outlet/dispenser
    - b. Dimensions of 3-Pump: Height 5.8"/Width 11.6"/Depth 6.3"/Weight 16 lbs.
  - 3. PAC to furnish and install NFPA-approved chemicals for the initial start-up of the washer:
    - a. Detergent: ECOLAB, TRI-STAR, DETERGENT OZ, 5 gallon, #6116561
    - b. Neutralizer: ECOLAB, TRI-STAR, ADVACARE 120 SOUR, 5 gallon, #6114299
- E. Dryer Exhaust Improvements
- 1. PAC to furnish and install new 6" exhaust duct including all supplies and connections of the 6" exhaust ducting for the FC-6 drying cabinet and transition the 6" duct into the existing 8" duct.
  - 2. PAC to remove and dispose any unnecessary ducting.
- F. Installation Inspection
- 1. Within [3 days] after the completion of the installation, schedule a factory-authorized Milnor service tech on-site for review of the installation, connections and gear guardian programming.
  - 2. PAC to perform start-up of all laundry machinery to ensure proper operation and perform operational, troubleshooting.
- G. PAC Training

1. PAC to provide manufacturer suggested daily/weekly, monthly, and yearly maintenance training as prescribed in the provided operational and maintenance manuals.
    - a. DGS will provide pre-determined, on-site staff that will be responsible for future in-house training and equipment oversight to other staff.
  2. PAC to provide (3) manuals in both hard copy and digital.
- H. Maintenance Program (estimated time 2 hours each visit)
1. PAC to provide (2) two-hour planned maintenance visits for the first year of operation.
    - a. The first visit will come 6 months after the signed off start-up date by a PAC factory authorized service tech.
    - b. The second visit will come during the 12<sup>th</sup> month after the signed off start-up date by a PAC factory authorized service tech.
    - c. Adhere to the service scope found within the attached pm checklists.
    - d. Provide continuous training on pm and operation procedures.
  2. PAC to provide a full report of PAC technician's findings during these visits to the DGS staff on site.
- I. MISC Improvements
1. GC to provide any and all additional work not listed above, but required to have a complete and functioning system in the end.
  2. PAC to remove all new equipment crating and installation debris from site.
- J. Vendor Contact Information:

PAC Industries  
Attn: Scott Benjamin; 410.299.4739  
[scott@pacindustries.com](mailto:scott@pacindustries.com)

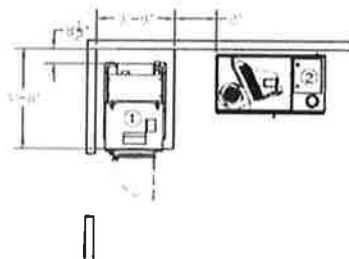
NOTE: GC Base Bids must be 100% based on PAC Industries design and specifications/cut sheets provided. Substitutions will not be accepted, and all bids will be considered to include specified items whether clarified or not by bidders.

**ATTACHMENT J.1.4**  
**SCOPE OF WORK**  
**ENGINE HOUSE 15**

**Attachment J.1.4**  
**SOW - ENGINE HOUSE - 15; 2101 14 STREET SE DC**

**A. Laundry Facility Appliance Upgrades:**

1. All work is to be performed during normal business hours and not be disruptive to operations of facility.
2. PAC to salvage existing washer and dryer unit and deliver to DCFEMS storage facility.
3. PAC to furnish and install (1) MILNOR – 30022T6X – 60LB WASHER [with Electrical Configuration: 208-240/60/3] on existing base.
  - a. Secure final connections to the existing 3/4" cold water line
  - b. F&I Y-joint connection to the existing 3/4" hot water line to adequately supply the dual hot water connections needed
  - c. F&I plumbing supplies and connections from the new washer to the existing PVC drain
4. PAC to furnish and install (1) MILNOR – FC-6 – DRYING CABINET [with Electrical Configuration 208/60/3 with a 50A breaker].
5. PAC to deliver appliances to job site, uncrate and rig into position per approved layout below.
6. Proposed layout below. GC to field verify and make adjustments as required to meet FEMS and manufacturer clearance requirements.



**ENGINE 15**

**B. Electrical Improvements**

1. FOR WASHER: Re-use existing electrical outlet and disconnect. When no existing outlet and disconnect exist, F&I new per manufacturer requirements.
2. FOR DRYER: GC to furnish and install new electrical circuit, conduit, wiring, outlet, and disconnect for Dryer per manufacture requirements as follows:
  - a. Demo existing gear washer and dryer circuits raceway, disconnects and electrical devices as needed.
  - b. Install new conduits raceway and conductors as needed.
  - c. Supply and install one 30 amp, 3 phase fused disconnect and one 60 amp fused 3 phase disconnect.
  - d. Provide flexible conduit raceways, circuits and make final connections in panel.
  - e. Provide support in final testing of equipment to assure functionality of equipment.

- f. Mark disconnects to show panel circuit and location.
  - g. Provide one 30 amp and one 60 amp spare replacement fuse in each disconnect.
  - h. Seal all connect penetrations.
- C. Plumbing Improvements
1. PAC to cap existing gas line.
  2. PAC to furnish and install new connection hoses between hot water tank and washer machine.
- D. Chemical Supply Installation
1. PAC to provide removal of existing chemical supply pumps and hoses. Dispose per EPA Standards.
  2. PAC to furnish and install 3-pumps chemical dispenser assembly to adequately deliver the proper chemistry to the washer:
    - a. 120 V outlet/dispenser
    - b. Dimensions of 3-Pump: Height 5.8"/Width 11.6"/Depth 6.3"/Weight 16 lbs.
  3. PAC to furnish and install NFPA-approved chemicals for the initial start-up of the washer:
    - a. Detergent: ECOLAB, TRI-STAR, DETERGENT OZ, 5 gallon, #6116561
    - b. Neutralizer: ECOLAB, TRI-STAR, ADVACARE 120 SOUR, 5 gallon, #6114299
- E. Dryer Exhaust Improvements
1. PAC to furnish and install new 6" exhaust duct including all supplies and connections of the 6" exhaust ducting for the FC-6 drying cabinet and transition the 6" duct into the existing 8" duct.
  2. PAC to remove and dispose any unnecessary ducting.
- F. Installation Inspection
1. Within [3 days] after the completion of the installation, schedule a factory-authorized PAC service tech on-site for review of the installation, connections and gear guardian programming.
  2. PAC to perform start-up of all laundry machinery to ensure proper operation and perform operational, troubleshooting.
- G. PAC Training
1. PAC to Provide manufacturer suggested daily/weekly, monthly, and yearly maintenance training as prescribed in the provided operational and maintenance manuals.
    - a. DGS will provide pre-determined, on-site staff that will be responsible for future in-house training and equipment oversight to other staff.
  2. PAC to Provide (3) manuals in both hard copy and digital.
- H. Maintenance Program (estimated time 2 hours each visit)
1. PAC to Provide (2) two-hour planned maintenance visits for the first year of operation.
    - a. The first visit will come 6 months after the signed off start-up date by a PAC factory authorized service tech.



- b. The second visit will come during the 12<sup>th</sup> month after the signed off start-up date by a PAC factory authorized service tech.
  - c. Adhere to the service scope found within the attached pm checklists.
  - d. Provide continuous training on pm and operation procedures.
2. PAC to provide a full report of PAC technician's findings during these visits to the DGS staff on site.

I. MISC Improvements

1. GC to provide any and all additional work not listed above, but required to have a complete and functioning system in the end.
2. GC to furnish, install and paint new door trim at laundry room entryway using Rust-Oleum 7400 System Fire Hydrant Red Gloss Finish Industrial Enamel Paint.
3. Remove all new equipment crating and installation debris from site.

J. Vendor Contact Information:

PAC Industries  
Attn: Scott Benjamin; 410.299.4739  
[scott@pacindustries.com](mailto:scott@pacindustries.com)

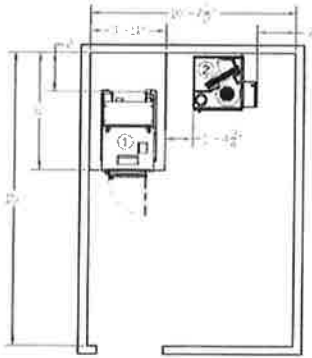
NOTE: GC Base Bids must be 100% based on PAC Industries design and specifications/cut sheets provided. Substitutions will not be accepted, and all bids will be considered to include specified items whether clarified or not by bidders.

**ATTACHMENT J.1.5**  
**SCOPE OF WORK**  
**ENGINE HOUSE 20**

**Attachment J.1.5**  
**SOW - ENGINE HOUSE - 20; 4200 WISCONSIN AVENUE NW DC**

**A. Laundry Facility Appliance Upgrades:**

1. All work is to be performed during normal business hours and not be disruptive to operations of facility.
2. PAC to salvage existing washer and dryer unit and deliver to DCFEMS storage facility.
3. PAC to furnish and install (1) MILNOR – 30022T6X – 60LB WASHER [with Electrical Configuration: 208-240/60/3].
  - a. Secure final connections to the existing 3/4" cold water line
  - b. F&I Y-joint connection to the existing 3/4" hot water line to adequately supply the dual hot water connections needed
  - c. F&I plumbing supplies and connections from the new washer to the existing PVC drain
4. PAC to furnish and install (1) MILNOR – FC-3 – DRYING CABINET [with Electrical Configuration 208/60/3 with a 50A breaker] – Furnish and install new 6" exhaust duct including all supplies, connections and boring hole into the side wall to the outside for proper ventilation of the FC-3 drying cabinet. Properly seal new wall penetration.
5. PAC to deliver appliances to job site, uncrate and rig into position per approved layout below.
6. Proposed layout below. GC to field verify and make adjustments as required to meet FEMS and manufacturer clearance requirements



ENGINE 20

B. Electrical Improvements

1. FOR WASHER: Re-use existing electrical outlet and disconnect. When no existing outlet and disconnect exist, F&I new per manufacturer requirements.
2. FOR DRYER: GC to furnish and install new electrical circuit, conduit, wiring, outlet, and disconnect for Dryer per manufacture requirements as follows:
  - a. Demo existing gear washer and dryer circuits, raceways and electrical devices as needed.
  - b. Install new conduits raceways and conductors as needed and provide breaker as needed.
  - c. Install one 30 amp 3 phase fused disconnect and one 60 amp 3 phase fused disconnect. Mark panel circuits on disconnect.
  - d. Supply one replacement spare fuse in each disconnect.
  - e. Mark final panel destination on each disconnects.
  - f. Provide conduit raceways and conduits to panel room as needed.
  - g. Provide flexible conduit raceway with conductors and make final connections on disconnect. Provide new breakers and label as needed.
  - h. Provide support in final testing of equipment for functionality of equipment.
  - i. Seal all concrete penetrations as needed.

C. Plumbing Improvements

1. PAC to furnish and install new connection hoses between hot water tank and washer machine.

D. Chemical Supply Installation

1. PAC to provide removal of existing chemical supply pumps and hoses. Dispose per EPA Standards.
2. PAC to furnish and install 3-pumps chemical dispenser assembly to adequately deliver the proper chemistry to the washer:
  - a. 120 V outlet/dispenser
  - b. Dimensions of 3-Pump: Height 5.8"/Width 11.6"/Depth 6.3"/Weight 16 lbs.
3. PAC to furnish and install NFPA-approved chemicals for the initial start-up of the washer:
  - a. Detergent: ECOLAB, TRI-STAR, DETERGENT OZ, 5 gallon, #6116561
  - b. Neutralizer: ECOLAB, TRI-STAR, ADVACARE 120 SOUR, 5 gallon, #6114299

E. Dryer Exhaust Improvements

1. PAC to furnish and install new 6" exhaust duct including all supplies, connections and boring hole into the side wall to the outside for proper ventilation of the FC-6 drying cabinet. Properly seal new wall penetration.
2. PAC to remove and dispose any unnecessary ducting.

F. Installation Inspection

1. Within [3 days] after the completion of the installation, schedule a factory-authorized PAC service tech on-site for review of the installation, connections and gear guardian programming.
2. PAC to perform start-up of all laundry machinery to ensure proper operation and perform operational, troubleshooting.

G. PAC Training

1. PAC to provide manufacturer suggested daily/weekly, monthly, and yearly maintenance training as prescribed in the provided operational and maintenance manuals.
  - a. DGS will provide pre-determined, on-site staff that will be responsible for future in-house training and equipment oversight to other staff.
2. PAC to provide (3) manuals in both hard copy and digital.

H. Maintenance Program (estimated time 2 hours each visit)

1. PAC to provide (2) two-hour planned maintenance visits for the first year of operation.
  - a. The first visit will come 6 months after the signed off start-up date by a PAC factory authorized service tech.
  - b. The second visit will come during the 12<sup>th</sup> month after the signed off start-up date by a PAC factory authorized service tech.
  - c. Adhere to the service scope found within the attached pm checklists.
  - d. Provide continuous training on pm and operation procedures.
2. PAC to provide a full report of PAC technician's findings during these visits to the DGS staff on site.

I. MISC Improvements

1. GC to provide any and all additional work not listed above, but required to have a complete and functioning system in the end.
2. PAC to remove all new equipment crating and installation debris from site.

J. Vendor Contact Information:

PAC Industries  
Attn: Scott Benjamin; 410.299.4739  
[scott@pacindustries.com](mailto:scott@pacindustries.com)

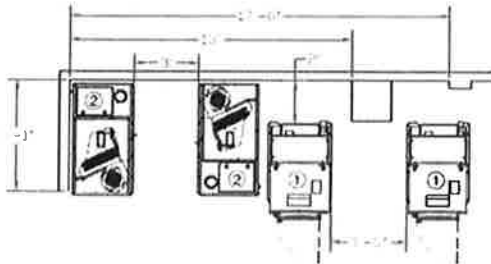
NOTE: GC Base Bids must be 100% based on PAC Industries design and specifications/cut sheets provided. Substitutions will not be accepted, and all bids will be considered to include specified items whether clarified or not by bidders.

**ATTACHMENT J.1.6**  
**SCOPE OF WORK**  
**FEMS TRAINING ACADEMY**

**Attachment J.1.6**  
**SOW – TRAINING ACADEMY; 4600 SHEPARD PARKWAY SW DC**

**A. Laundry Facility Appliance Upgrades:**

1. All work is to be performed during normal business hours and not be disruptive to operations of facility.
2. PAC to salvage existing washer and dryer unit and deliver to DCFEMS storage facility.
3. PAC to furnish and install (2) MILNOR – 30022T6X – 60LB WASHERS [with Electrical Configuration: 208-240/60/3] with 1 – 6” STEEL MOUNTING BASE:
  - a. Furnish and install a piece of C-channel to accommodate the larger footprint of one washer. Mount and level the washer to the existing concrete floor using an industry standard anchor bolt and grout procedure. Mount and level a new 6” steel base to enhance loading height of the second washer to the existing concrete floor using an industry standard anchor bolt and grout procedure.
  - b. Secure final connections to the existing 3/4” cold water line
  - c. F&I Y-joint connection to the existing 3/4” hot water line to adequately supply the dual hot water connections needed
  - d. F&I plumbing supplies and connections from the new washer to the existing PVC drain
4. PAC to furnish and install (2) MILNOR – FC-6 – DRYING CABINETS [with Electrical configuration 208/60/3 and (2) 60A breakers (1 per drying cabinet)]
5. PAC to deliver appliances to job site, uncrate and rig into position per approved layout below.
6. Proposed layout below. GC to field verify and make adjustments as required to meet FEMS and manufacturer clearance requirements.



**TRAINING ACADEMY OPTION 1**

**B. Electrical Improvements**

1. FOR WASHERS: Re-use existing electrical outlet and disconnect. When no existing outlet and disconnect exist, F&I new per manufacturer requirements.

2. FOR DRYERS: GC to furnish and install new electrical circuit, conduit, wiring, outlet, and disconnect for Dryer per manufacture requirements as follows:
  - a. Install 200 amp, 3 phase panel in vehicle bay at current location of gear washer and dryer equipment.
  - b. Install 200 amp breaker in current Federal Pacific in switch gear room to feed new panel.
  - c. Install all conduits, hangers, supports and conductors to feed new panel.
  - d. Label 200A panel breaker in switch gear room.
  - e. Demo existing washer and dryer disconnect, wires, and conduits as needed to install new electrical equipment.
  - f. Install two new circuits in conduit raceway and two 60 amp disconnect to feed two new equipment dryers.
  - g. Install two new circuits in conduit raceway and two 30 amp disconnect to feed equipment gear washer and install new breaks in panel and label as needed.
  
- C. Plumbing Improvements
  1. PAC to cap existing gas line.
  2. GC to furnish and install a new 120 gallon at 36KW, electric, floor-mounted hot water tank located 100' away in Mechanical Room and all associated piping, connections, electrical, etc. required for complete system. Remove and dispose of old hot water heater.
  3. PAC to furnish and install new connection hoses between hot water tank and washer machine.
  
- D. Chemical Supply Installation
  1. PAC to provide removal of existing chemical supply pumps and hoses. Dispose per EPA Standards.
  2. PAC to furnish and install 3-pumps chemical dispenser assembly to adequately deliver the proper chemistry to the washer:
    - a. 120 V outlet/dispenser
    - b. Dimensions of 3-Pump: Height 5.8"/Width 11.6"/Depth 6.3"/Weight 16 lbs.
  3. PAC to furnish and install NFPA-approved chemicals for the initial start-up of the washer:
    - a. Detergent: ECOLAB, TRI-STAR, DETERGENT OZ, 5 gallon, #6116561
    - b. Neutralizer: ECOLAB, TRI-STAR, ADVACARE 120 SOUR, 5 gallon, #6114299
  
- E. Dryer Exhaust Improvements
  1. PAC to furnish and install new 6" exhaust duct including all supplies and connections of the 6" exhaust ducting for the FC-6 drying cabinet and transition the 6" duct into the existing 8" duct.
  2. PAC to remove and dispose any unnecessary ducting.
  
- F. Installation Inspection



1. Within [3 days] after the completion of the installation, schedule a factory-authorized PAC service tech on-site for review of the installation, connections and gear guardian programming.
2. PAC to perform start-up of all laundry machinery to ensure proper operation and perform operational, troubleshooting.

G. PAC Training

1. PAC to provide manufacturer suggested daily/weekly, monthly, and yearly maintenance training as prescribed in the provided operational and maintenance manuals.
  - a. DGS will provide pre-determined, on-site staff that will be responsible for future in-house training and equipment oversight to other staff.
2. PAC to provide (3) manuals in both hard copy and digital.

H. Maintenance Program (estimated time 2 hours each visit)

1. PAC to provide (2) two-hour planned maintenance visits for the first year of operation.
  - a. The first visit will come 6 months after the signed off start-up date by a PAC factory authorized service tech.
  - b. The second visit will come during the 12<sup>th</sup> month after the signed off start-up date by a PAC factory authorized service tech.
  - c. Adhere to the service scope found within the attached pm checklists.
  - d. Provide continuous training on pm and operation procedures.
2. PAC to provide a full report of PAC technician's findings during these visits to the DGS staff on site.

I. MISC Improvements

1. GC to provide any and all additional work not listed above, but required to have a complete and functioning system in the end.
2. PAC to remove all new equipment crating and installation debris from site.

J. Vendor Contact Information:

PAC Industries  
Attn: Scott Benjamin; 410.299.4739  
[scott@pacindustries.com](mailto:scott@pacindustries.com)

NOTE: GC Base Bids must be 100% based on PAC Industries design and specifications/cut sheets provided. Substitutions will not be accepted, and all bids will be considered to include specified items whether clarified or not by bidders.

**ATTACHMENT J.1.7**  
**SPECIFICATIONS – WASHER AND DRYING CABINET –**  
**ALL PROJECT LOCATIONS**

**Attachment J.1.7**  
**Group 1 – Engine Houses 4, 11, 12, 15, 20 and Training Academy**  
**Specifications/Cut Sheets**

1. Washer
2. Dryer

# 30022 T6X

60 LB. (27KG) CAPACITY  
RIGID-MOUNT WASHER-EXTRACTOR

## SPECIFICATION SHEET

### Standard Features:

- RinSave® water saving technology
- 4 speeds
- E-P Express® programmable controller
- Vacuum fluorescent display
- Single-motor inverter drive
- Tall, lifting ribs
- High M.A.F. (Mechanical Action Factor)
- Large cylinder perforations
- Fresh-water flushing chemical manifold
- Auto tension V-belt drive
- Six (6) liquid chemical injection ports
- Control reads in English/second language
- 5-year limited warranty on frame, cylinder & shell



### Optional Features:

- Prison package
- Faster fill water valves

### Why Purchase Milnor?

- Larger cylinder volume than most competitive similar sized washer-extractors provides *greater productivity*. More linen washed per day, or fewer hours required to process. **BENEFIT: Saves labor.**
- Greater cylinder perforated-area generates *better wash quality, better rinsing and better extraction*. **BENEFIT: Better extraction saves dryer fuel.**
- Faster process times reduce fabric wear, promoting *longer linen life!* **BENEFIT: Saves linen replacement costs.**
- Tall perforated ribs provide excellent lift and high drop. **BENEFIT: Greater mechanical action (M.A.F.) leads to better wash quality.**
- 140-G high extract provides excellent moisture removal. Lower extract speeds are available for uniforms, delicate textiles and blended fabrics. **BENEFIT: Better extraction saves dryer fuel.**
- E-P Express Controller with vacuum fluorescent display allows operator to choose formulas from real words, not codes. Standard controller features English/Spanish (other languages optional). Controller also provides diagnostic and error messages. Shortens training time of new employees. **BENEFIT: Fewer operator errors.**
- Superior product support through local, highly-skilled dealers. **BENEFIT: Faster repairs mean less downtime.**



Safe chemical injection



Superior cylinder design



Solid industrial frame

Contact Milnor for your local, authorized dealer

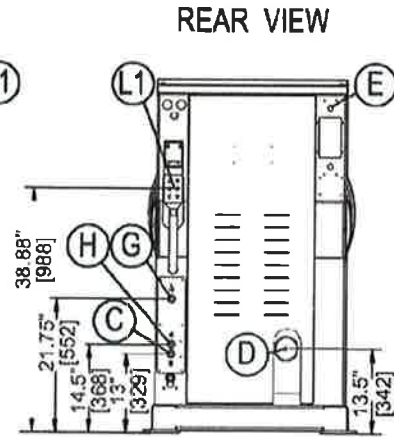
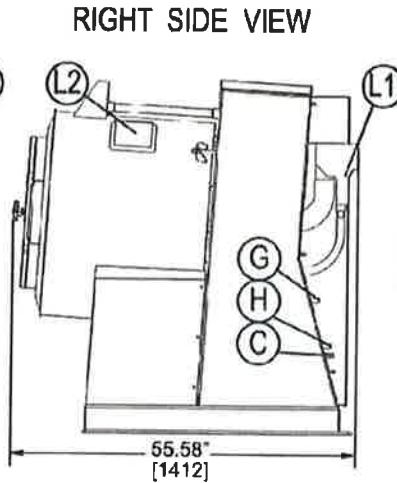
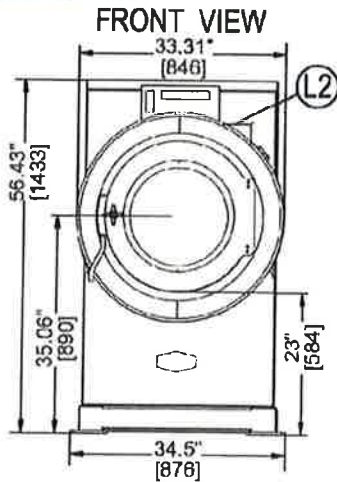
Pellier Milnor Corporation  
P O Box 400 • Kenner, LA 70063  
t 504-467-9591 • f 504-468-3094



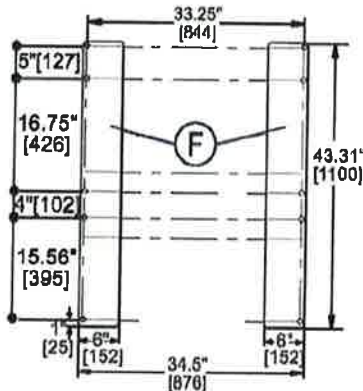
# 30022 T6X

60 LB. (27KG) CAPACITY  
RIGID-MOUNT WASHER-EXTRACTOR

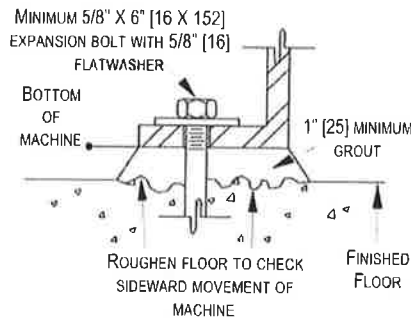
## SPECIFICATION SHEET



### FOUNDATION VIEW



### ANCHORING DETAIL



FLOOR REQUIREMENT 12" MINIMUM  
RECOMMENDED ▼, ◆

### LEGEND

C	Cold water inlet, .75" (19 mm) GHT
D	Drain to sewer, 3" (76 mm) pipe connection
E	Electrical connection
F	Foundation pads, anchor bolt holes .625" (15.8 mm) diameter
G	Hot water (chemical flushing), 0.75" (19 mm) GHT
H	Hot water inlet, .75" (19 mm) GHT
L1	Liquid supply inlets
L2	Soap chute

### MECHANICAL SPECIFICATIONS

Capacity – lbs (kg)	60 (27)
Cylinder Diameter x Depth – ins (mm)	30 x 22 (762 x 559)
Cylinder Volume – cu. ft. (L)	9 (255)
Door Opening – ins (mm)	15.5 (394)
Machine Dimensions (W x D x H) – ins (mm)	34.5 x 55.58 x 56.43 (876 x 1412 x 1433)
Shipping Dimensions (W x D x H) – ins (mm)	40 x 64 x 63 (1016x1625x1600)
Motor – HP (kW)	4 (2.98)
Wash Speed – RPM	38
Distribution Speed – RPM	65
Extraction Speed – RPM	573
Extraction G-Force	140
Static Weight – lbs (kg) ◆	1344 (609)
Max. Dynamic Load RMS – lbs (kg) ◆	1590 (721)
Frequency (Hz)	10
Water Pressure (Required) – psi (bar)	5-75 (0.34-5.17)
Water Valve Cv Rating – gal/min (L/min)	1.5 (5.7)
Minimum Recommended Distance Between Machines – ins (mm)	6 (152.4)

### ELECTRICAL SPECIFICATIONS

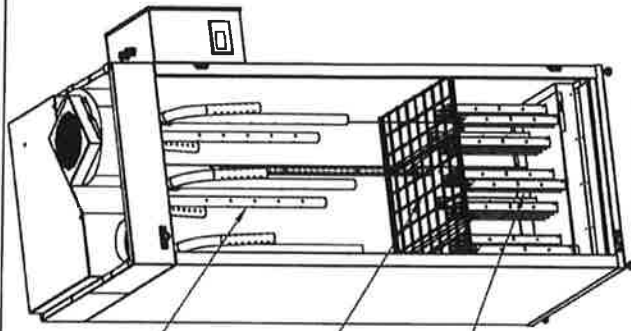
Voltage	Running Amps	Fuse (Amps)	Circuit Breaker (Amps)
220/3/50-60	7	FRN15	15
208,240/1/60	14/12	FRN20	20
208,240/3/60	8/7	FRN15	15
380/3/50-60	4.5	FRS15	15
415/3/50	4.5	FRS15	15
480/3/60	3.5	FRS15	15

See Fuse and Wire Size manual MAEFUSE1BE for safety information.

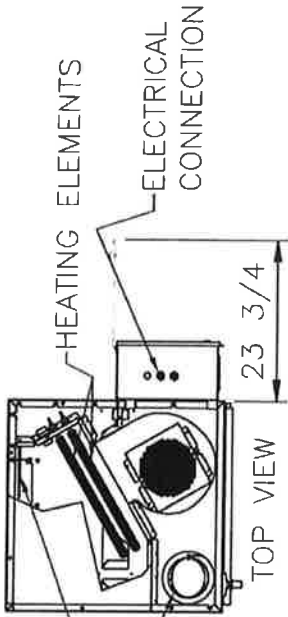
▼ See dimensional drawing for complete details.

◆ It is the sole responsibility of the owner/user to assure that the floor and/or any other supporting structure exceeds not only all applicable building codes, but also that the floor and/or any other supporting structure for each washer-extractor or group of washer-extractors has sufficient strength and rigidity (i.e., a natural or resonant frequency many times greater than the rotational machine speed with a reasonable factory of safety) to support the weight of all the fully loaded machine(s) including the weight of the water and goods, and including the published 360° rotating sinusoidal RMS forces that are transmitted by the machine(s). Contact the factory for additional machine data for use by a structural engineer.

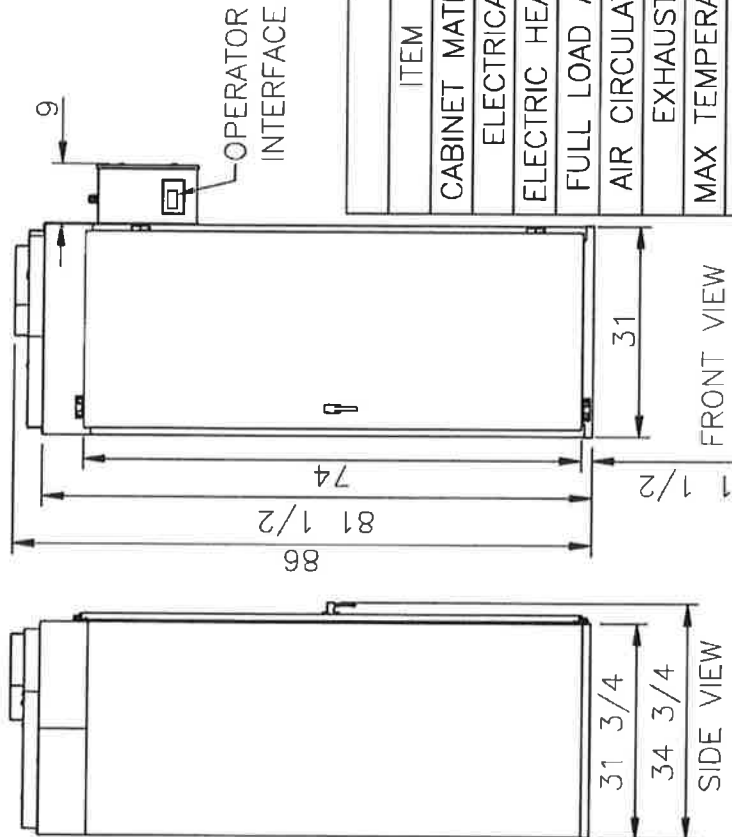




ISO VIEW  
SHOWN WITHOUT DOOR



TOP VIEW



FRONT VIEW

SIDE VIEW

MACHINE SPECIFICATIONS

ITEM	DESCRIPTION
CABINET MATERIAL	STAINLESS STEEL
ELECTRICAL	208-230V/60HZ/1 OR 3 PH
ELECTRIC HEATING	8KW
FULL LOAD AMPS	42A-1 PH, 26A-208V/3 PH
AIR CIRCULATION	1200 CFM
EXHAUST	6" DUCT WITH DAMPER
MAX TEMPERATURE	105 DEG F
CAPACITY	3 SETS OF TURN OUT GEAR



SPM

NTS  
DIMENSIONS IN INCHES

FC3



DRAWING NAME

CLIENT



SPM

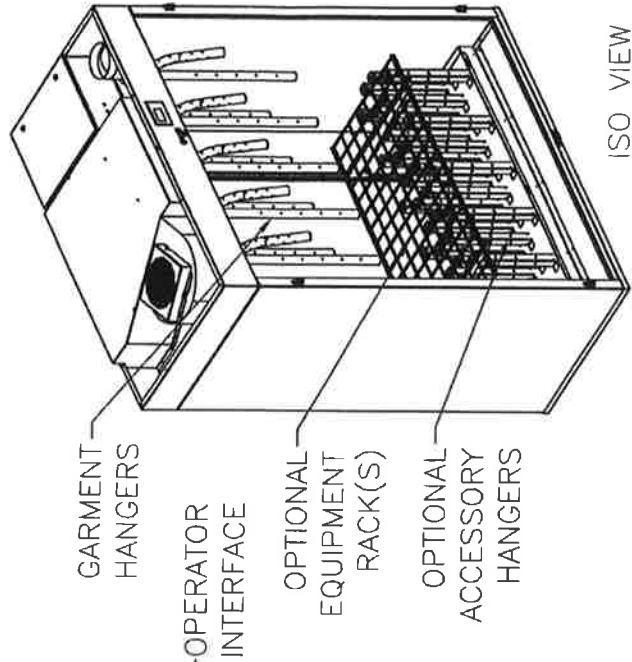
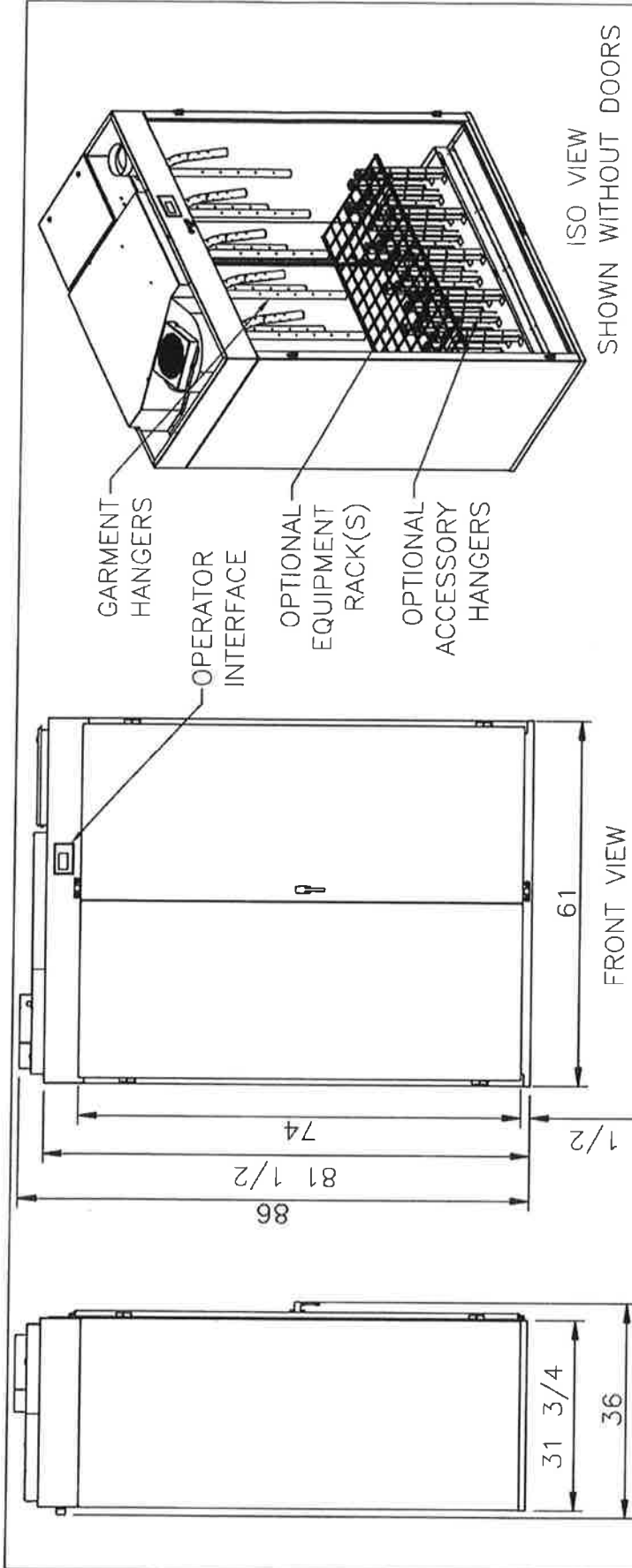
NTS  
DIMENSIONS IN INCHES

FC3

REV	DATE	BY	DESCRIPTION
A	1/27/74	SPM	ADD FLA TO MACHINE SPECS
B	1/27/74	SPM	REMOVED CABLE TIES, ADDED UTILITY CONNECTIONS
C	5/17/74	SPM	REMOVED ELECTRICAL PANEL DIMENSIONS
D	5/17/74	SPM	ADDED CONTROL PANEL DIMENSIONS
E	5/17/74	SPM	ADDED ORIGINAL LIGHT DIMENSIONS
F	12/27/74	SPM	REMOVED CABLE TIES
G	2/26/74	SPM	ADDED ENCLOSURE AND UNLIMITED ELECTRICAL INFORMATION
H	7/27/74	SPM	REMOVED DRINK, ADDED OPTION TO ACCESSORY HANGERS

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JWC NACHS  
REV: 1 0-1



ISO VIEW  
SHOWN WITHOUT DOORS

MACHINE SPECIFICATIONS	
ITEM	DESCRIPTION
CABINET MATERIAL	STAINLESS STEEL
ELECTRICAL	208-230V/60HZ/1 OR 3 PH
ELECTRIC HEATING	12kW
FULL LOAD AMPS	61A-1 PH, 36A-208V/3 PH
AIR CIRCULATION	1200 CFM
EXHAUST	6" DUCT WITH DAMPER
MAX TEMPERATURE	105 DEG F
CAPACITY	6 SETS OF TURN OUT GEAR

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LWC-V-10-1  
SHE-10-1

DRAWING REVISIONS		
REV#	DATE	DESCRIPTION
A	1/17/08	SPM - REVISED ELECTRICAL INFORMATION
B	2/10/08	SPM - REVISED ELECTRICAL INFORMATION
C	2/10/08	SPM - REVISED ELECTRICAL INFORMATION
D	2/10/08	SPM - REVISED ELECTRICAL INFORMATION
E	2/10/08	SPM - REVISED ELECTRICAL INFORMATION
F	2/10/08	SPM - REVISED ELECTRICAL INFORMATION
G	2/10/08	SPM - REVISED ELECTRICAL INFORMATION

SPM	DRAWING NUMBER
NTS	FC6

**MILNOR**  
**MODEL FC6**  
**DRYING CABINET**



**ATTACHMENT J.2**  
**FORM OF OFFER LETTER AND BID FORM**



[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 Bids DCAM-19-CS-IFB-0005  
**FEMS Laundry Equipment Upgrades & Laundry Room Renovations: Engine Houses: E4, E11, E12, E15, E20 and Training Academy**

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 Bids (the "IFB") for a General Contractor (s) for the **FEMS Laundry Equipment Upgrades & Laundry Room Renovations project at six (6) FEMS Engine Houses: E4, E11, E12, E15, E20 and Training Academy: E2, E8, E33.** These Project Locations are as follows:

**Engine House 4**, 2531 Sherman Avenue, N.W., Wash. DC 20001  
**Engine House 11**, 3420 14<sup>th</sup> Street, N.W., Wash. DC 20010  
**Engine House 12**, 2225 5<sup>th</sup> Street, N. E., Wash. DC 20002  
**Engine House 15**, 2101 14<sup>th</sup> Street, S.E., Wash. DC 20020  
**Engine House 20**, 4300 Wisconsin Avenue, N.W., Wash. DC 20037  
**Training Academy**, 4600 Shepherd Pkwy, S.W., Wash. DC 20036

The Bidder has reviewed the IFB and the attachments thereto, and any addenda thereto (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 below 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 FEMS E4
001	The District of Columbia Government Department of General Services (“District”, “Department”, or “DGS”) on behalf of the District of Columbia Fire and Emergency Medical Services (“FEMS”) is issuing this Invitation for Bid (“IFB”) to engage a Small Business Enterprise (“SBE”) contractor (“Contractor”) to provide all necessary construction services, supervision, permits, labor, supplies, equipment, and materials to perform capital improvements and renovations to the laundry facility at <b>Engine House 4</b> , 2531 Sherman Avenue, N.W., Wash. DC 20001.	
	<b>Lump Sum Price</b>	\$ _____

**TOTAL CONSTRUCTION FOR ENGINE HOUSE NO. 4 LUMP SUM BID PRICE IN WORDS:**

---

CLIN	DESCRIPTION	Lump Sum Price FEMS E11
002	The District of Columbia Government Department of General Services (“District”, “Department”, or “DGS”) on behalf of the District of Columbia Fire and Emergency Medical Services (“FEMS”) is issuing this Invitation for Bid (“IFB”) to engage a Small Business Enterprise (“SBE”) contractor (“Contractor”) to provide all necessary construction services, supervision, permits, labor, supplies, equipment, and materials to perform capital improvements and renovations to the laundry facility at <b>Engine House 11</b> , 3420 14 <sup>th</sup> Street, N.W., Wash. DC 20010.	
	<b>Lump Sum Price</b>	\$ _____

**TOTAL CONSTRUCTION FOR ENGINE HOUSE NO. 11 LUMP SUM BID PRICE IN WORDS:**

---

CLIN	DESCRIPTION	Lump Sum Price FEMS E12
003	The District of Columbia Government Department of General Services (“District”, “Department”, or “DGS”) on behalf of the District of Columbia Fire and Emergency Medical Services (“FEMS”) is issuing this Invitation for Bid (“IFB”) to engage a Small Business Enterprise (“SBE”) contractor (“Contractor”) to provide all necessary construction services, supervision, permits, labor, supplies, equipment, and materials to perform capital improvements and renovations to the laundry facility at <b>Engine House 12</b> , 2225 5 <sup>th</sup> Street, N. E., Wash. DC 20002.	
	<b>Lump Sum Price</b>	\$ _____

**TOTAL CONSTRUCTION FOR ENGINE HOUSE NO. 12 LUMP SUM BID PRICE IN WORDS:**

---

CLIN	DESCRIPTION	Lump Sum Price FEMS E15
004	The District of Columbia Government Department of General Services (“District”, “Department”, or “DGS”) on behalf of the District of Columbia Fire and Emergency Medical Services (“FEMS”) is issuing this Invitation for Bid (“IFB”) to engage a Small Business Enterprise (“SBE”) contractor (“Contractor”) to provide all necessary construction services, supervision, permits, labor, supplies, equipment, and materials to perform capital improvements and renovations to the laundry facility at <b>Engine House 15</b> , 2101 14 <sup>th</sup> Street, S.E., Wash. DC 20020.	
	<b>Lump Sum Price</b>	\$ _____

**TOTAL CONSTRUCTION FOR ENGINE HOUSE NO. 15 LUMP SUM BID PRICE IN WORDS:**

---

CLIN	DESCRIPTION	Lump Sum Price FEMS E20
005	The District of Columbia Government Department of General Services (“District”, “Department”, or “DGS”) on behalf of the District of Columbia Fire and Emergency Medical Services (“FEMS”) is issuing this Invitation for Bid (“IFB”) to engage a Small Business Enterprise (“SBE”) contractor (“Contractor”) to provide all necessary construction services, supervision, permits, labor, supplies, equipment, and materials to perform capital improvements and renovations to the laundry facility at <b>Engine House 20</b> , 4300 Wisconsin Avenue, N.W., Wash. DC 20037.	
	<b>Lump Sum Price</b>	\$ _____

**TOTAL CONSTRUCTION FOR ENGINE HOUSE NO. 20 LUMP SUM BID PRICE IN WORDS:**

---

CLIN	DESCRIPTION	Lump Sum Price FEMS Training Academy
006	The District of Columbia Government Department of General Services (“District”, “Department”, or “DGS”) on behalf of the District of Columbia Fire and Emergency Medical Services (“FEMS”) is issuing this Invitation for Bid (“IFB”) to engage a Small Business Enterprise (“SBE”) contractor (“Contractor”) to provide all necessary construction services, supervision, permits, labor, supplies, equipment, and materials to perform capital improvements and renovations to the laundry facility at the <b>FEMS Training Academy</b> , 4600 Shepherd Pkwy, S.W., Wash. DC 20036.	
	<b>Lump Sum Price</b>	\$ _____

**TOTAL CONSTRUCTION FOR FEMS TRAINING ACADEMY LUMP SUM BID PRICE IN WORDS:**

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007	<b>Allowance: DGS Controlled Allowance:</b>	\$50,000.00
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	<b>Total Lump Sum Price</b>	\$ _____
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**TOTAL CONSTRUCTION FOR SIX(6) PROJECT LOCATIONS (E4, E11, E12, E15, E20 AND FEMS TRAINING ACADEMY LUMP SUM BID PRICE IN WORDS:**

---

The Bidder shall submit a completed Price Breakdown Forms (Exhibits 1, 2, 3, 4, 5 and 6), providing the price for each Division Component, for capital improvements for **Engine House 4, Engine House 11, Engine House 12, Engine House 15, Engine House 20 and FEMS Training Academy**. The sum of all the prices for each Division Component must equal the Lump Sum Price for each CLIN: 001, 002, 003, 004, 005 and 006. In the event of discrepancies between or among the Lump Sum Price and the Price Breakdown of each Division Component, the Lump Sum Price shall control.

The Offeror'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.
6. 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 Breakdown Form for FEMS E4**

<b>Construction Services for FEMS E4</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>	\$ _____

**Exhibit 2—Price Breakdown Form for FEMS E11**

<b>Construction Services for FEMS E11</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>	\$ _____

**Exhibit 3—Price Breakdown Form for FEMS E12**

<b>Construction Services for FEMS E12</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>	<b>\$ _____</b>



**Exhibit 4—Price Breakdown Form for FEMS E15**

<b>Construction Services for FEMS E15</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>	\$ _____

**Exhibit 5—Price Breakdown Form for FEMS E20**

<b>Construction Services for FEMS E20</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>	<b>\$ _____</b>

**Exhibit 6 —Price Breakdown Form for FEMS Training Academy**

<b>Construction Services for FEMS Training Academy</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>	\$ _____

**ATTACHMENT J.3**  
**BIDDER/OFFEROR CERTIFICATION FORM**

## BIDDER/OFFEROR CERTIFICATION FORM

<b>COMPLETION</b>			
The person(s) completing this form must be knowledgeable about the Bidder's/Offeror's business and operations.			
<b>RESPONSES</b>			
Every question must be answered. Each response must provide all relevant information that can be obtained within the limits of the law. Individuals and sole proprietors may use a Social Security number but are encouraged to obtain and use a federal Employer Identification Number (EIN). Provide any explanation at the end of the section or attach additional sheets with numbered responses. Include the Bidder's/Offeror's name at the top of each attached page.			
<b>GENERAL INSTRUCTIONS</b>			
This form contains five (5) sections. Section I concerns the bidder's/offeree's responsibility; Section II includes additional required certifications; Section III relates to the Buy American Act (if applicable); Section IV relates to the Walsh-Healey Act; and Section V requires the Bidder's/Offeror's signature. Please note, a determination that a prospective contractor is found to be "not responsible" is final and not appealable.			
<b>SECTION I. BIDDER/OFFEROR RESPONSIBILITY CERTIFICATION</b>			
<i>Instructions for Section I: Section I contains nine (9) parts. Part 1 requests information concerning the Bidder's/Offeror's business entity. Part 2 inquires about current or former owners, partners, directors, officers or principals. Part 3 relates to the responsibility of the Bidder's/Offeror's business. Part 4 concerns the Bidder's/Offeror's business certificates and licenses. Part 5 inquires about legal proceedings. Part 6 relates to the Bidder's/Offeror's financial and organizational status. Part 7 relates to current procurement activity within the Department. Part 8 requires the Bidder/Offeror to agree to update the information provided. Part 9 relates to disclosures under the District of Columbia Freedom of Information Act (FOIA).</i>			
<b>PART 1: BIDDER/OFFEROR INFORMATION</b>			
Legal Business Entity Name:		Solicitation #:	
Address of the Principal Place of Business (street, city, state, zip code)		Telephone # and ext.:	Fax #:
Email Address:		Website:	
<b>Additional Legal Business Entity Identities:</b> If applicable, list any other DBA, Trade Name, Former Name, Other Identity and EIN used in the last five (5) years and the status (active or inactive).			
<b>Type:</b>	<b>Name:</b>	<b>EIN:</b>	<b>Status:</b>
<b>1.1 Business Type (Please check the appropriate box and provide additional information if necessary):</b>			
<input type="checkbox"/> Corporation (including PC)	Date of Incorporation:		
<input type="checkbox"/> Joint Venture	Date of Organization:		
<input type="checkbox"/> Limited Liability Company (LLC or PLLC)	Date of Organization:		
<input type="checkbox"/> Nonprofit Organization	Date of Organization:		
<input type="checkbox"/> Partnership (including LLP, LP or General)	Date of Registration or Establishment:		
<input type="checkbox"/> Sole Proprietor	How many years in business?:		
<input type="checkbox"/> Other	Date established?:		
If "Other," please explain:			
<b>1.2 Was the Bidder's/Offeror's business formed or incorporated in the District of Columbia?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
If "No" to Subpart 1.2, provide the jurisdiction where the Bidder's/Offeror's business was formed or incorporated. Attach a Certificate or Letter of Good Standing from the applicable jurisdiction and a certified Application for Authority from the District, or provide an explanation if the documents are not available.			
State _____		Country _____	
<b>1.3 Please provide a copy of each District of Columbia license, registration or certification that the Bidder/Offeror is required by law to obtain (other than those provided in Subpart 1.2). If the Bidder/Offeror is not providing a copy of its license, registration or certification to transact business in the District of Columbia, it shall either:</b>			
(a) Certify its intent to obtain the necessary license, registration or certification prior to contract award; or			
(b) Explain its exemption from the requirement.			

1.4 If your company, its principals, shareholders, directors, or employees own an interest or have a position in another entity in the same or similar line of business as the Bidder/Offeror, please describe the affiliation in detail.

1.5 If any officer, director, shareholder or anyone holding a financial interest in the Bidder/Offeror has a relationship with an employee of the Department or any District agency for whom the Department is procuring goods or services, please describe the nature of the relationship in detail and identify the employee.

**PART 2: INDIVIDUAL RESPONSIBILITY**

*Additional Instructions for Section 1, Parts 2 through 9: Provide an explanation of the issue(s), relevant dates, the government entity involved, any remedial or corrective action(s) taken and the current status of the issue(s).*

Within the past five (5) years, has any current or former owner, partner, **director, officer, principal** or any person in a position involved in the administration of funds, or currently or formerly having the authority to sign, execute or approve bids, proposals, contracts or supporting documentation on behalf of the bidder/offeror with any **government entity**:

2.1 Been sanctioned or proposed for sanction relative to any business or professional permit or license?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.2 Been under suspension, debarment, voluntary exclusion or determined ineligible under any federal, District or state statutes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.3 Been proposed for suspension or debarment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.4 Been the subject of an investigation, whether open or closed, by any government entity for a civil or criminal violation for any business-related conduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.5 Been charged with a misdemeanor or felony, indicted, granted immunity, convicted of a crime, or subject to a judgment or a plea bargain for:	
(a) Any business-related activity; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Any crime the underlying conduct of which was related to truthfulness?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.6 Been suspended, cancelled, terminated or found non-responsible on any government contract, or had a surety called upon to complete an awarded contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please provide an explanation for each "Yes" in Part 2 above.

2.7 In the past ten (10) years has the Bidder/Offeror had a contract terminated, in whole or in part, for any reason? If so, describe each such termination in detail.

2.8 In the past ten (10) years has the Bidder/Offeror ever been assessed liquidated damages, costs to re-procure, costs to complete, or any other monetary damages under a contract? If so, describe each such assessment in detail.

**PART 3: BUSINESS RESPONSIBILITY**

Within the past five (5) years, has the Bidder/Offeror:

3.1 Been under suspension, debarment, voluntary exclusion or determined ineligible under any federal, District or state statutes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.2 Been proposed for suspension or debarment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.3 Been the subject of an investigation, whether open or closed, by any government entity for a civil or criminal violation for any business-related conduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.4 Been charged with a misdemeanor or felony, indicted, granted immunity, convicted of a crime, or subject to a judgment or plea bargain for:	
(a) Any business-related activity; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Any crime the underlying conduct of which was related to truthfulness?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.5 Been disqualified or proposed for disqualification on any government permit or license?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.6 Been denied a contract award (in whole or in part, for any reason) or had a bid or proposal rejected based upon a non-responsibility finding by a government entity? If so, describe each such occurrence in detail.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.7 Had a low bid or proposal rejected on a government contract for failing to make good faith efforts on any Certified Business Enterprise goal or statutory affirmative action requirements on a previously held contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.8 Been suspended, cancelled, terminated or found non-responsible on any government contract, or had a surety called upon to complete an awarded contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please provide an explanation for each "Yes" in Part 3.	
<b>PART 4: CERTIFICATES AND LICENSES</b>	
Has the Bidder/Offeror:	
4.1 Had a denial, decertification, revocation or forfeiture of District of Columbia certification of any Certified Business Enterprise or federal certification of Disadvantaged Business Enterprise status for other than a change of ownership?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide an explanation for "Yes" in Subpart 4.1.	
4.2 Please provide a copy of the Bidder's/Offeror's District of Columbia Office of Tax and Revenue Tax Certification Affidavit	
4.3 Had a denial, suspension, revocation or forfeiture of any licensures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide an explanation for "Yes" in Subpart 4.3	
<b>PART 5: LEGAL PROCEEDINGS</b>	
Within the past five (5) years, has the Bidder/Offeror:	
5.1 Had any liens or judgments (not including UCC filings) filed against it which remain undischarged?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes" to Subpart 5.1, provide an explanation of the issue(s), relevant dates, the Lien Holder or Claimant's name, the amount of the lien(s) and the current status of the issue(s).	
5.2 Had a government entity find a willful violation of District of Columbia compensation or prevailing wage laws, the Service Contract Act or the Davis-Bacon Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.3 Received any OSHA citation and Notification of Penalty containing a violation classified as serious or willful?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide an explanation for each "Yes" in Part 5 above	
5.4 Engaged in any litigation with any government entity? If so, please identify and/or describe all threatened and pending litigation and/or claims, including but not limited to matters pending before any Boards of Contracts Appeals	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>PART 6: FINANCIAL AND ORGANIZATIONAL INFORMATION</b>	
6.1 Within the past five (5) years, has the Bidder/Offeror received any formal unsatisfactory performance assessment(s) from any government entity on any contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes" to Subpart 6.1, provide an explanation of the issue(s), relevant dates, the government entity involved, any remedial or corrective action(s) taken and the current status of the issue(s).	
6.2 Has the Bidder/Offeror ever been assessed liquidated damages, costs to re-procure, costs to complete, or any other monetary damages under a contract? If so, describe each such assessment in detail below	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes" to Subpart 6.2, provide an explanation of the issue(s), relevant dates, the government entity involved, the amount assessed and the current status of the issue(s).	
6.3 Within the last seven (7) years, has the Bidder/Offeror initiated or been the subject of any bankruptcy proceedings, whether or not closed, or is any bankruptcy proceeding pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes" to Subpart 6.3, provide the bankruptcy chapter number, the court name and the docket number. Indicate the current status of the proceedings as "initiated," "pending" or "closed".	
6.4 During the past three (3) years, has the Bidder/Offeror failed to file a tax return or pay taxes required by federal, state, District of Columbia or local laws?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes" to Subpart 6.4, provide the taxing jurisdiction, the type of tax, the liability year(s), the tax liability amount the Bidder/Offeror failed to file/pay and the current status of the tax liability.	
6.5 During the past three (3) years, has the Bidder/Offeror failed to file a District of Columbia unemployment insurance return or failed to pay District of Columbia unemployment insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes" to Subpart 6.5, provide the years the Bidder/Offeror failed to file the return or pay the insurance, explain the situation and any remedial or corrective action(s) taken and the current status of the issue(s).	
6.6 During the past three (3) years, has the Bidder/Offeror failed to comply with any payment agreement with the Internal Revenue Service, the District of Columbia Office of Tax and Revenue and the Department of Employment Services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes" to Subpart 6.6, provide the years the Bidder/Offeror failed to comply with the payment agreement, explain the situation and any remedial or corrective action(s) taken and the current status of the issue(s).	
6.7 Indicate whether the Bidder/Offeror owes any outstanding debt to any state, federal or District of Columbia government.	<input type="checkbox"/> Yes <input type="checkbox"/> No

If "Yes" to Subpart 6.7, provide an explanation of the issue(s), relevant dates, the government entity involved, any remedial or corrective action(s) taken and the current status of the issue(s).

6.8 During the past three (3) years, has the Bidder/Offeror been audited by any government entity?  Yes  No

(a) If "Yes" to Subpart 6.8, did any audit of the Bidder/Offeror identify any significant deficiencies in internal controls, fraud or illegal acts; significant violations of provisions of contract or grant agreements; significant abuse; or any material disallowance?  Yes  No

(b) If "Yes" to Subpart 6.8(a), provide an explanation of the issue(s), relevant dates, the government entity involved, any remedial or corrective action(s) taken and the current status of the issue(s).

**PART 7: CONTRACTOR PROCUREMENT ACTIVITY WITHIN THE DEPARTMENT**

7.1 What is your organization's Design Capacity (total labor hours) to conduct or pursue business with the Department of General Services (DGS) in the current fiscal year? Design capacity is calculated by multiplying the total number of company employees dedicated to a particular line of business by no more than 12 hours per day. Person's completing this form may be required to provide supporting documentation to substantiate allocable labor hours presented.

(a) Construction: \_\_\_\_\_ labor hours  
 (b) Non-Construction: \_\_\_\_\_ labor hours

7.2 In the table below, please list:

- (1) The active contracts your organization currently holds with the Department of General Services, please include the contract number(s) as a part of your response; and
- (2) The number of labor hours your organization has allocated to each active contract within the current fiscal year. (Note, if more entries are required, please list an attached addendum to this document).

	Contract Number	Labor Hours Allocated

**PART 8: RESPONSE UPDATE REQUIREMENT**

8.1 In accordance with the requirement of Section 302(c) of the Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-353.02), the Bidder/Offeror shall update any response provided in Section I of this form during the term of this contract:

- (a) Within sixty (60) days of a material change to a response; and
- (b) Prior to the exercise of an option year contract.

**PART 9: FREEDOM OF INFORMATION ACT (FOIA)**

9.1 Indicate whether the Bidder/Offeror asserts that any information provided in response to a question in Section I is exempt from disclosure under the District of Columbia Freedom of Information Act (FOIA), effective March 25, 1977 (D.C. Law 1-96; D.C. Official Code §§ 2-531, et seq.). Include the question number(s) and explain the basis for the claim. (The District will determine whether such information is, in fact, exempt from FOIA at the time of request for disclosure under FOIA.)

Yes  No

**SECTION II. ADDITIONAL REQUIRED BIDDER/OFFEROR CERTIFICATIONS**

*Instructions for Section II: Section II contains six (6) parts. Part 1 requests information concerning District of Columbia employees. Part 2 applies to the Bidder/Offeror's pricing. Part 3 relates to equal employment opportunity requirements. Part 4 relates to First Source requirements. Part 5 relates to employment eligibility obligations. Part 6 relates to Language Access obligations.*

**PART 1. DISTRICT EMPLOYEES NOT TO BENEFIT**

The Bidder/Offeror certifies that:

1.2 No person listed in clause 13 of the Standard Contract Provisions, "District Employees Not To Benefit", will benefit from this contract.

1.3 The following person(s) listed in clause 13 of the Standard Contract Provisions may benefit from this contract. (For each person listed, attach the affidavit required by clause 13.)

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_

**PART 2: INDEPENDENT PRICE DETERMINATION REQUIREMENTS**

The Bidder/Offeror certifies that:

2.1 The signature of the Bidder/Offeror is considered to be a certification by the signatory that:

(a) The contract prices have been arrived at independently without, for the purpose of restricting competition, any consultation, communication or agreement with any bidder/offeror or competitor related to:

- (i) Those prices;



(ii) The intention to submit a bid/proposal; or

(iii) The methods or factors used to calculate the prices in the contract.

(b) The prices in this contract have not been and will not be knowingly disclosed by the Bidder/Offeror, directly or indirectly, to any other bidder/offeror or competitor before bid/proposal opening unless otherwise required by law; and

(c) No attempt has been made or will be made by the Bidder/Offeror to induce any other concern to submit or not to submit a contract for the purpose of restricting competition.

2.2 The signature on the bid/proposal is considered to be a certification by the signatory that the signatory:

(a) Is the person in the Bidder's/Offeror's organization responsible for determining the prices being offered in this contract, and that the signatory has not participated and will not participate in any action contrary to subparagraphs 2.1(a)(i) through (a)(iii) above; or

(b) Has been authorized, in writing, to act as an agent for the following principal in certifying that the principal has not participated, and will not participate, in any action contrary to subparagraphs 2.1(a)(i) through (a)(iii) above:

*[Insert full name of person(s) in the organization responsible for determining the prices offered in this contract and the title of his or her position in the Bidder's/Offeror's organization]*

(i) As an authorized agent, certifies that the principals named in subparagraph 2.2(b) above have not participated, and will not participate, in any action contrary to subparagraphs 2.1(a)(i) through (a)(iii) above; and

(ii) As an agent, has not participated and will not participate in any action contrary to subparagraphs 2.1(a)(i) through (a)(iii) above.

2.3 If the Bidder/Offeror deletes or modifies subparagraph 2.1(b) above, the bidder/offeror must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

2.4 The Bidder/Offeror certifies that:

(a) there are no other entities related to it that are responding to or bidding on the subject solicitation or invitation to bid. Related entities include, but are not limited to, any entity that shares management positions, board positions, shareholders, or persons with a financial interest in the Bidder/Offeror.

(b) there are no current or former owners, partners, officers, directors, principals, managers, employees or any persons with a financial interest in the Bidder/Offeror who have a financial interest in the request for proposal or invitation for bid or any asset, tangible or intangible, arising out of any contract or scope of work related to the request for proposal or invitation for bid.

With regards to 2.4 (b), if the Bidder/Offeror has knowledge of such a financial interest, please provide a detailed explanation

### PART 3: EQUAL OPPORTUNITY AND HUMAN RIGHTS OBLIGATIONS

3.1 I hereby certify that I am fully aware of the contents of Mayor's Order 85-85, Mayor's Order 2017-313 and the Office of Human Rights' regulations in Chapter 11 of the DCMR, and agree to comply with them while performing this contract.

### PART 4: FIRST SOURCE OBLIGATIONS

4.1 I hereby certify that I am fully aware of the requirements of the Workforce Intermediary Establishment and Reform of the First Source Amendment Act of 2011 (D.C. Law 19-84), and agree to enter into a First Source Employment Agreement with the Department of Employment Services if awarded any contract valued at \$300,000 or more which receives funds or resources from the District, or funds or resources which, in accordance with a federal grant or otherwise, is administered by the District government.

4.2 I certify that the Initial Employment Plan submitted with my bid or proposal is true and accurate.

### PART 5: EMPLOYMENT ELIGIBILITY OBLIGATIONS

5.1 I hereby certify that the Bidder/Offeror has verified the identity and employment eligibility of all its employees.

### PART 6: LANGUAGE ACCESS OBLIGATIONS

6.1 For contracts where the contracting agency is a "covered entity" or "covered entity with major public contact" as defined in Sections 2(2) and 2(3) of the Language Access Act of 2004 (D.C. Official Code § 2-1931(2) and § 2-1931(3)), I hereby certify that I will comply with Language Access compliance requirements of the contracting agency while performing this contract.

## SECTION III. BUY AMERICAN ACT CERTIFICATION

*Instructions for Section III: Section III contains one (1) part which should only be completed if goods are being provided that are subject to the requirements of the Buy American Act.*

### PART 1: BUY AMERICAN ACT COMPLIANCE

1.1 The Bidder/Offeror certifies that each end product, except the end products listed below, is a domestic end product, and that components of unknown origin are considered to have been mined, produced or manufactured outside the United States.

EXCLUDED END PRODUCTS

COUNTRY OF ORIGIN

**SECTION IV. WALSH-HEALEY ACT**

***Instructions for Section IV: Walsh-Healey Act.***

If this contract is for the manufacture or furnishing of materials, supplies, articles or equipment in an amount that exceeds or may exceed \$10,000, and is subject to the Walsh-Healey Public Contracts Act, as amended (41 U.S.C. §§ 35-45) (the "Act", as used in this section), the following terms and conditions apply:

(a) All representations and stipulations required by the Act and regulations issued by the Secretary of Labor (41 CFR 50-201.3) are incorporated by reference. These representations and stipulations are subject to all applicable rulings and interpretations of the Secretary of Labor that are now, or may hereafter, be in effect.

(b) All employees whose work relates to this contract shall be paid not less than the minimum wage prescribed by regulations issued by the Secretary of Labor (41 CFR 50-202.2) (41 U.S.C. §40). Learners, student learners, apprentices, and handicapped workers may be employed at less than the prescribed minimum wage (see 41 CFR 50-202.3) to the same extent that such employment is permitted under Section 14 of the Fair Labor Standards Act (29 U.S.C. §214).

**SECTION V. CERTIFICATION**

***Instruction for Section V: This section must be completed by all bidder/offers.***

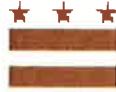
I, [ \_\_\_\_\_ ], as the person authorized to sign these certifications, hereby certify that the information provided in this form is true and accurate.

Name [Print and sign]	Telephone #:	Fax #:
Title:	Email Address:	

Date:  
*The District of Columbia is hereby authorized to verify the above information with appropriate government authorities. Penalty for making false statements is a fine of not more than \$1,000.00, imprisonment for not more than 180 days, or both, as prescribed in D.C. Official Code § 22-2405. Penalty for false swearing is a fine of not more than \$2,500.00, imprisonment for not more than three (3) years, or both, as prescribed in D.C. Official Code § 22-2404.*

**ATTACHMENT J.4**  
**TAX CERTIFICATION AFFIDAVIT**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of the Chief Financial Officer**  
**Office of Tax and Revenue**



**TAX CERTIFICATION AFFIDAVIT**

**THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.**

**Date**

**Authorized Agent**  
**Name of Organization/Entity**  
**Business Address (include zip code)**  
**Business Phone Number**

**Authorized Agent**  
**Principal Officer Name and Title**  
**Square and Lot Information**  
**Federal Identification Number**  
**Contract Number**  
**Unemployment Insurance Account No.**

I hereby authorize the District of Columbia, Office of the Chief Financial Officer, Office of Tax and Revenue to release my tax information to an authorized representative of the District of Columbia agency with which I am seeking to enter into a contractual relationship. I understand that the information released will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations solely for the purpose of determining my eligibility to enter into a contractual relationship with a District of Columbia agency. I further authorize that this consent be valid for one year from the date of this authorization.

I hereby certify that I am in compliance with the applicable tax filing and payment requirements of the District of Columbia. The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities.

**Signature of Authorizing Agent**

**Title**

The penalty for making false statement is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code 547-4106.

**ATTACHMENT J.5**  
**SBE SUBCONTRACTING PLAN FORM**



## SBE SUBCONTRACTING PLAN

**INSTRUCTIONS:** All construction & non-construction contracts for **government-assisted projects (agency contracts & private project with District subsidy)** over \$250,000, shall require at least 35% of the amount of the contract (total amount of agency contract or total private project development costs) be subcontracted to Small Business Enterprises (SBE), if insufficient qualified SBEs to Certified Business Enterprises (CBE). The SBE Subcontracting Plan must list all SBE and CBE subcontracts at every tier. Once the SBE Subcontracting Plan is submitted for agency contracts, options & extensions, it can only be amended with DSLBD's consent.

**SUBMISSION OF SBE SUBCONTRACTING PLAN:**

- ▲ For **agency** solicitations - submit to agency with bid/proposal.
- ▲ For **agency** options & extensions - submit to agency before option or extension exercised.
- ▲ For **private projects** - submit to DSLBD, agency project manager and District of Columbia Auditor, with each quarterly report. As private projects may not have awarded all contracts at the time the District subsidy is granted, the SBE Subcontracting Plan may be submitted simultaneously with each quarterly report and list all SBE/CBE subcontracts executed by the time of submission.

**CREDIT:** For each subcontract listed on the SBE Subcontracting Plan, credit will only be given for the portion of the subcontract performed, at every tier, by a SBE/CBE using *its own organization and resources*. **COPIES OF EACH FULLY EXECUTED SUBCONTRACT WITH SBEs and CBEs (AT EVERY TIER) MUST BE PROVIDED TO RECEIVE CREDIT.**

**EXEMPTION:** If the **Beneficiary (Prime Contractor or Developer)** is a CBE and will perform the **ENTIRE government-assisted project** with its *own organization and resources* and will **NOT** subcontract any portion of the services and goods, then the CBE is not required to subcontract 35% to SBEs.

BENEFICIARY ( <input checked="" type="checkbox"/> which applies <input type="checkbox"/> Prime Contractor or <input type="checkbox"/> Developer ) INFORMATION:		
Company: _____	Contact # _____	Email address: _____
Street Address: _____		
✓ all that applies, Company is:		
<input type="checkbox"/> a SBE <input type="checkbox"/> a CBE <input type="checkbox"/> CBE Certification Number: _____		
<input type="checkbox"/> WILL perform the ENTIRE agency contract or private project with its own organization and resources		
<input type="checkbox"/> WILL subcontract a portion of the agency contract or private project		
Company's point of contact for agency contract or private project:		
Point of Contact: _____	Title: _____	
Contact # _____	Email address: _____	
Street Address: _____		

GOVERNMENT-ASSISTED PROJECT ( <input checked="" type="checkbox"/> which applies <input type="checkbox"/> Agency Contract or <input type="checkbox"/> Private Project ) INFORMATION:	
AGENCY SOLICITATION	PRIVATE PROJECT
Solicitation Number: _____ Solicitation Due Date: _____ Agency: _____ Total Dollar Amount of Contract: \$ _____  <i>*Design-Build must include total contract amount for both design and build phase of project.</i>  35% of Total Dollar Amount of Contract: \$ _____  Total Amount of All SBE/CBE subcontracts: \$ _____ <i>(include every lower tier)</i>	District Subsidy: _____ Agency Providing Subsidy: _____ Amount of District Subsidy: _____ Date District Subsidy Provided: _____  Project Name: _____  Project Address: _____  Total Development Project Budget: \$ _____ <i>(include pre-construction and construction costs)</i>  35% of Total Development Project Budget: \$ _____  Total Amount of All SBE/CBE subcontracts: \$ _____ <i>(include every lower tier)</i>



**SBE/ CBE SUBCONTRACTORS (FOR EACH TIER):**

<b>SBE/ CBE SUBCONTRACTOR INFORMATION: (For design-build projects, the SBE Subcontracting Plan is not required to be submitted for preconstruction services; however, a full SBE Subcontracting Plan (35% of the contract amount including total design and build costs) is required to be submitted before entering into a guaranteed maximum price or contract authorizing construction.)</b>			
SBE/ CBE Company	Address/Telephone No./ Email	Subcontractor Tier (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , etc.)	Description of Subcontract scope of work to be PERFORMED WITH SBE/CBEs OWN ORGANIZATION & RESOURCES
_____	_____	<u>Select Tier</u>	_____
Period of subcontract: _____ Price to be paid to the SBE/CBE Subcontractor: \$ _____ ✓ <i>all that applies</i> , Subcontractor is: <input type="checkbox"/> a SBE <input type="checkbox"/> a CBE <input type="checkbox"/> CBE Certification #: _____ <input type="checkbox"/> SBE/CBE will perform the ENTIRE subcontract with its own organization and resources <input type="checkbox"/> SBE/CBE will subcontract a portion of the subcontract (MUST LIST EACH LOWER TIER SBE/ CBE SUBCONTRACTS)		SBE/ CBE Point of Contact Name: _____ Title: _____ Telephone Number: _____ Email Address: _____	

<b>SBE/ CBE SUBCONTRACTOR INFORMATION: (For design-build projects, the SBE Subcontracting Plan is not required to be submitted for preconstruction services; however, a full SBE Subcontracting Plan (35% of the contract amount including total design and build costs) is required to be submitted before entering into a guaranteed maximum price or contract authorizing construction.)</b>			
SBE/ CBE Company	Address/Telephone No./ Email	Subcontractor Tier (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , etc.)	Description of Subcontract scope of work to be PERFORMED WITH SBE/CBEs OWN ORGANIZATION & RESOURCES
_____	_____	<u>Select Tier</u>	_____
Period of subcontract: _____ Price to be paid to the SBE/CBE Subcontractor: \$ _____ ✓ <i>all that applies</i> , Subcontractor is: <input type="checkbox"/> a SBE <input type="checkbox"/> a CBE <input type="checkbox"/> CBE Certification #: _____ <input type="checkbox"/> SBE/CBE will perform the ENTIRE subcontract with its own organization and resources <input type="checkbox"/> SBE/CBE will subcontract a portion of the subcontract (MUST LIST EACH LOWER TIER SBE/ CBE SUBCONTRACTS)		SBE/ CBE Point of Contact Name: _____ Title: _____ Telephone Number: _____ Email Address: _____	

I \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_, swear or affirm the above is true and accurate  
 (Name) (Title) (Prime Contractor/ Developer)

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)

**Complete additional copies as needed.**



AGENCY CONTRACTING OFFICER'S USE ONLY **OR**  AGENCY PROJECT MANAGER'S USE ONLY  
 (✓ which applies. Only one option should be selected.)

AGENCY CONTRACT AWARD	PRIVATE PROJECT SUBSIDY AWARD
Agency: _____ Prime Contractor: _____ Contract Number: _____ Date SBE Subcontracting Plan Accepted: _____ Date agency contract signed: _____  Anticipated Start Date of Contract: _____ Anticipated End Date of Contract: _____  Total Dollar Amount of Contract: \$ _____  <i>*Design-Build must include total contract amount for both design and build phase of project.</i>  35% of Total Contract Amount: \$ _____  Total Amount of All SBE/CBE subcontracts: \$ _____ <i>(include every tier)</i>  (✓ if applies) <input type="checkbox"/> Base Period Contract -- Option/Extension Period: _____ <input type="checkbox"/> Multi-year Contract First year (period) of Contract: _____ Current year (period) of Contract: _____ <input type="checkbox"/> Design-Build --Date of Guaranteed Contract: _____  <input type="checkbox"/> Check if prime contractor is a CBE and will perform the ENTIRE government-assisted project (agency contract) with its own organization and resources and NOT subcontract any portion of services or goods.	Agency Providing Subsidy: _____ District Subsidy: _____ Developer: _____ Amount of District Subsidy: _____ Date District Subsidy Provided/ contract signed: _____  Anticipated Start Date of Project: _____ Anticipated End Date of Project: _____  Project Name: _____ Project Address: _____  Total Development Project Budget: \$ _____ <i>(include pre-construction and construction costs)</i>  35% of Total Development Project Budget: \$ _____  Total Amount of All SBE/CBE subcontracts: \$ _____ <i>(include every lower tier)</i>  <input type="checkbox"/> Check if developer is a CBE and will perform the ENTIRE government-assisted project (private project) with its own organization and resources and NOT subcontract any portion of services or goods.

AGENCY CONTRACTING OFFICER'S AFFIRMATION OR  AGENCY PROJECT MANAGER'S AFFIRMATION  
 (✓ which applies)

The Below Agency Contracting Officer or Agency Project Manager Affirms the following (✓ to affirm):

If the Beneficiary is a CBE, DSLBD was contacted to confirm Beneficiary's CBE certification;

The fully executed Contract (Base or Option or Extension or Multi-Year) or subsidy document, between the Beneficiary and Agency, was emailed to DSLBD @ [Compliance.Enforcement@dc.gov](mailto:Compliance.Enforcement@dc.gov) within five (5) days of signing;

**FOR AGENCY CONTRACT** the SBE Subcontracting Plan, submitted by Beneficiary, was emailed to DSLBD @ [Compliance.Enforcement@dc.gov](mailto:Compliance.Enforcement@dc.gov) within five (5) days of signing the contract between the Beneficiary and Agency.

\_\_\_\_\_  
 Name of Agency Contracting Officer or Agency Project Manager

\_\_\_\_\_  
 Title of Agency Contracting Officer or Agency Project Manager

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



**ATTACHMENT J.6**  
**2019 LIVING WAGE ACT NOTICE AND FACT SHEET**

## THE LIVING WAGE ACT OF 2006

D.C. Official Code §§ 2-220.01 – 2-220.11

Recipients of new contracts or government assistance shall pay affiliated employees and subcontractors who perform services under the contracts no less than the current living wage.

**Effective January 1, 2019, the living wage rate is \$14.50 per hour.**

The requirement to pay a living wage applies to:

- All recipients of contracts in the amount of \$100,000 or more, and all subcontractors that receive \$15,000 or more from the funds received by the recipient from the District of Columbia, and
- All recipients of government assistance in the amount of \$100,000 or more, and all subcontractors of these recipients that receive \$50,000 or more from the government assistance received by the recipient from the District of Columbia.

**“Contract”** means a written agreement between a recipient and the District government.

**“Government assistance”** means a grant, loan, or tax increment financing that result in a financial benefit from an agency, commission, instrumentality, or other entity of the District government.

**“Affiliated employee”** means any individual employed by a recipient who received compensation directly from government assistance or a contract with the District of Columbia government, including employees of the District of Columbia, any employee of a contractor or subcontractor of a recipient who performs services pursuant to government assistance or contract. The term “affiliated employee” does not include those individuals who perform only intermittent or incidental services with respect to the contract or government assistance or who are otherwise employed by the contractor, recipient, or subcontractor.

**Certain exemptions apply:** 1) contracts or agreements subject to wage determinations required by federal law which are higher than the wage required by this Act; 2) Existing and future collective bargaining agreements, provided that the future agreements results in employees being paid no less than the current living wage; 3) contracts performed by regulated utilities; 4) contracts for services needed immediately to prevent or respond to a disaster or imminent threat declared by the Mayor; 5) contracts awarded to recipients that provide trainees with services, including but not limited to case management and job readiness services, provided the trainee does not replace employees; 6) employees under 22 years of age employed during a school vacation period, or enrolled as a full-time student who works less than 25 hours per week; 7) tenants or retail establishments that occupy property constructed or improved by government assistance, provided there is no receipt of direct District government assistance; 8) employees of nonprofit organizations that employ not more than 50 individuals and qualify for 501(c)(3) status; 9) Medicaid provider agreements for direct care services to Medicaid recipients, **provided, that** the direct care service is not provided through a home care agency, a community residence facility, or a group home for persons with intellectual disabilities as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983; D.C. Official Code § 44-501; and 10) contracts or agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

**Home Care Final Rule:** The Department of Labor extended overtime protections to home care workers and workers who provide companionship services. Employers within this industry are now subject to recordkeeping provisions.

**Each recipient and subcontractor of a recipient shall provide this notice to each affiliated employee covered by this notice, and shall also post this notice in a conspicuous site in its place of business.**

**All recipients and subcontractors shall retain payroll records created and maintained in the regular course of business under District of Columbia law for a period of at least 3 years.**

**To file a claim, visit: Department of Employment Services , Office of Wage-Hour, 4058 Minnesota Avenue, NE, Suite 3600, Washington, D.C. 20019; call: (202) 671-1880; or file your claim on-line: [does.dc.gov](http://does.dc.gov). Go to “File a Claim” tab.**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department of Employment Services**

MURIEL BOWSER  
MAYOR



DR. UNIQUE MORRIS-HUGHES  
ACTING DIRECTOR

**LIVING WAGE ACT FACT SHEET**

The Living Wage Act of 2006, D.C. Official Code §§ 2-220.01 – 2-220.11, provides that District of Columbia government contractors and recipients of government assistance (grants, loans, tax increment financing) in the amount of \$100,000 or more shall pay affiliated employee wages at no less than the current living wage rate.

**Effective January 1, 2019, the living wage rate is \$14.50 per hour.**

Subcontractors of D.C. government contractors who receive \$15,000 or more from the contract and subcontractors of the recipients of government assistance who receive \$50,000 or more from the assistance are also required to pay their affiliated employees no less than the current living wage rate.

“Affiliated employee” means any individual employed by a recipient who receives compensation directly from government assistance or a contract with the District of Columbia government, including any employee of a contractor or subcontractor of a recipient who performs services pursuant to government assistance or a contract. The term “affiliated employee” does not include those individuals who perform only intermittent or incidental services with respect to the government assistance or contract, or who are otherwise employed by the contractor, recipient or subcontractor.

**Exemptions** – The following contracts and agreements are exempt from the Living Wage Act:

1. Contracts or other agreements that are subject to higher wage level determinations required by federal law (i.e., if a contract is subject to the Service Contract Act and certain wage rates are lower than the District’s current living wage, the contractor must pay the higher of the two rates);
2. Existing and future collective bargaining agreements, provided that the future collective bargaining agreement results in the employee being paid no less than the current living wage;
3. Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
4. Contracts for services needed immediately to prevent or respond to a disaster or imminent threat to public health or safety declared by the Mayor;
5. Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services, provided that the trainees do not replace employees subject to the Living Wage Act;
6. An employee, under 22 years of age, employed during a school vacation period, or enrolled as full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act;

7. Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District of Columbia;
8. Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to Section 501 (c) (3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68 A Stat. 163; 26. U.S.C. §501(c)(3));
9. Medicaid provider agreements for direct care services to Medicaid recipients, **provided, that** the direct care service is not provided through a home care agency, a community residence facility, or a group home for persons with intellectual disabilities as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983; D.C. Official Code § 44-501; and
10. Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

## **Enforcement**

The Department of Employment Services (DOES) Office of Wage-Hour and the D.C. Office of Contracting and Procurement share monitoring responsibilities.

Furthermore, as of November 12, 2015, the US Court of Appeals upheld “The Home Care Final Rule”, issued on October 1, 2013, which had an effective date of January 1, 2015. The Department of Labor issued the Home Care Final Rule to extend overtime protections to home care workers and workers who provide companionship services. Employers within this industry are now subject to recordkeeping provisions.

If you learn that a contractor subject to this law is not paying at least the current living wage, you should report it to the contracting officer. If you believe that your employer is subject to this law and is not paying at least the current living wage, you may file a complaint with the DOES Office of Wage - Hour, located at 4058 Minnesota Avenue, N.E. Suite 3600, Washington, D.C. 20019, call (202) 671-1880, or file your claim on-line: [www.does.dc.gov](http://www.does.dc.gov). Go to “File a Claim” tab.

For questions and additional information, contact the Office of Contracting and Procurement at (202) 727-0252 or the Department of Employment Services on (202) 671-1880.

**Please note:** *This fact sheet is for informational purposes only as required by Section 106 of the Living Wage Act. It should not be relied on as a definitive statement of the Living Wage Act or any regulations adopted pursuant to the law.*

**ATTACHMENT J.7**  
**U.S. DEPARTMENT OF LABOR**  
**DAVIS-BACON WAGE DETERMINATION**

"General Decision Number: DC20190002 06/14/2019

Superseded General Decision Number: DC20180002

State: District of Columbia

Construction Type: Building

County: District of Columbia Statewide.

BUILDING CONSTRUCTION PROJECTS (does not include single family homes or apartments up to and including 4 stories).

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.60 for calendar year 2019 applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.60 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2019. If this contract is covered by the EO and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must pay workers in that classification at least the wage rate determined through the conformance process set forth in 29 CFR 5.5(a)(1)(ii) (or the EO minimum wage rate, if it is higher than the conformed wage rate). The EO minimum wage rate will be adjusted annually. Please note that this EO applies to the above-mentioned types of contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but it does not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(2)-(60). Additional information on contractor

requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

Modification Number	Publication Date
0	01/04/2019
1	01/11/2019
2	02/08/2019
3	03/22/2019
4	04/05/2019
5	05/03/2019
6	05/10/2019
7	05/24/2019
8	06/14/2019

ASBE0024-007 10/01/2017

	Rates	Fringes
ASBESTOS WORKER/HEAT & FROST INSULATOR.....	\$ 35.13	16.22+a

Includes the application of all insulating materials, protective coverings, coatings and finishes to all types of mechanical systems

a. PAID HOLIDAYS: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day provided the employee works the regular work day before and after the paid holiday.

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ASBE0024-008 10/01/2017

	Rates	Fringes
ASBESTOS WORKER: HAZARDOUS MATERIAL HANDLER.....	\$ 22.81	7.34+a

Includes preparation, wetting, stripping, removal, scrapping, vacuuming, bagging and disposing of all insulation materials, whether they contain asbestos or not, from mechanical systems

a. PAID HOLIDAYS: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day provided the employee works the regular work day before and after the paid holiday.

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ASBE0024-014 10/01/2017

	Rates	Fringes
FIRESTOPPER.....	\$ 28.01	7.78+a

Includes the application of materials or devices within or around penetrations and openings in all rated wall or floor assemblies, in order to prevent the pasage of fire, smoke of other gases. The application includes all components involved in creating the rated barrier at perimeter slab edges and exterior cavities, the head of gypsum board or concrete walls, joints between rated wall or floor components, sealing of penetrating items and blank openings.

a. PAID HOLIDAYS: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, the day after Thanksgiving and Christmas



Day provided the employee works the regular work day before and after the paid holiday.

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BRDC0001-002 04/28/2019

	Rates	Fringes
BRICKLAYER.....	\$ 32.00	11.57

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\* CARP0197-011 05/01/2019

	Rates	Fringes
CARPENTER, Includes Drywall Hanging, Form Work, and Soft Floor Laying-Carpet.....	\$ 29.00	12.71

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CARP0219-001 05/01/2019

	Rates	Fringes
MILLWRIGHT.....	\$ 35.99	11.23

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CARP0441-001 05/01/2018

	Rates	Fringes
PILEDRIVERMAN.....	\$ 30.94	11.45

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ELEC0026-016 11/05/2018

	Rates	Fringes
ELECTRICIAN, Includes		

Installation of  
HVAC/Temperature Controls.....\$ 45.75 18.27

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ELEC0026-017 09/03/2018

	Rates	Fringes
ELECTRICAL INSTALLER (Sound & Communication Systems).....\$ 28.05		10.91

SCOPE OF WORK: Includes low voltage construction, installation, maintenance and removal of teledata facilities (voice, data and video) including outside plant, telephone and data inside wire, interconnect, terminal equipment, central offices, PABX, fiber optic cable and equipment, railroad communications, micro waves, VSAT, bypass, CATV, WAN (Wide area networks), LAN (Local area networks) and ISDN (Integrated systems digital network).

WORK EXCLUDED: The installation of computer systems in industrial applications such as assembly lines, robotics and computer controller manufacturing systems. The installation of conduit and/or raceways shall be installed by Inside Wiremen. On sites where there is no Inside Wireman employed, the Teledata Technician may install raceway or conduit not greater than 10 feet. Fire alarm work is excluded on all new construction sites or wherever the fire alarm system is installed in conduit. All HVAC control work.

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ELEV0010-001 01/01/2019

	Rates	Fringes
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ELEVATOR MECHANIC.....\$ 45.53            33.705+a+b

a. PAID HOLIDAYS: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Christmas Day and the Friday after Thanksgiving.

b. VACATIONS: Employer contributes 8% of basic hourly rate for 5 years or more of service; 6% of basic hourly rate for 6 months to 5 years of service as vacation pay credit.

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IRON0005-011 06/01/2017

	Rates	Fringes
IRONWORKER.....	\$ 31.15	20.63

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LABO0011-009 06/01/2018

	Rates	Fringes
LABORER: Skilled.....	\$ 24.22	8.32

FOOTNOTE: Potmen, power tool operator, small machine operator, signalmen, laser beam operator, waterproofer (excluding roofing), open caisson, test pit, underpinning, pier hole and ditches, ladders and all work associated with lagging that is not expressly stated, strippers, operator of hand derricks, vibrator operators, pipe layers, or tile layers, operators of jackhammers, paving breakers, spaders or any machine that does the same general type of work, carpenter tenders, scaffold builders, operators of towmasters, scootcretes, buggymobiles and other machines of similar character, operators of tampers and rammers and other machines that do the same general type of work,

whether powered by air, electric or gasoline, builders of trestle scaffolds over one tier high and sand blasters, power and chain saw operators used in clearing, installers of well points, wagon drill operators, acetylene burners and licensed powdermen, stake jumper, demolition.

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MARB0002-004 04/28/2019

	Rates	Fringes
MARBLE/STONE MASON.....	\$ 38.81	18.29

INCLUDING pointing, caulking and cleaning of All types of masonry, brick, stone and cement EXCEPT pointing, caulking, cleaning of existing masonry, brick, stone and cement (restoration work)

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MARB0003-006 04/28/2019

	Rates	Fringes
TERRAZZO WORKER/SETTER.....	\$ 29.12	12.27

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MARB0003-007 04/28/2019

	Rates	Fringes
TERRAZZO FINISHER.....	\$ 24.10	11.24

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MARB0003-008 04/28/2019

	Rates	Fringes
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TILE SETTER.....\$ 29.12 12.27

MARB0003-009 04/28/2019

Rates Fringes

TILE FINISHER.....\$ 24.10 11.24

PAIN0051-014 06/01/2018

Rates Fringes

GLAZIER

Glazing Contracts \$2

million and under.....\$ 26.07 12.15

Glazing Contracts over \$2

million.....\$ 30.31 12.15

PAIN0051-015 06/01/2018

Rates Fringes

PAINTER

Brush, Roller, Spray and

Drywall Finisher.....\$ 25.06 9.76

PLAS0891-005 07/01/2018

Rates Fringes

PLASTERER.....\$ 29.53 6.80

PLAS0891-006 02/01/2019

Rates Fringes

CEMENT MASON/CONCRETE FINISHER...\$ 28.45 11.28

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PLAS0891-007 08/01/2016

	Rates	Fringes
FIREPROOFER		
Handler.....	\$ 16.50	4.89
Mixer/Pump.....	\$ 18.50	4.89
Sprayer.....	\$ 23.00	4.89

Spraying of all Fireproofing materials. Hand application of Fireproofing materials. This includes wet or dry, hard or soft. Intumescent fireproofing and refraction work, including, but not limited to, all steel beams, columns, metal decks, vessels, floors, roofs, where ever fireproofing is required. Plus any installation of thermal and acoustical insulation. All that encompasses setting up for Fireproofing, and taken down. Removal of fireproofing materials and protection. Mixing of all materials either by hand or machine following manufactures standards.

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PLUM0005-010 08/01/2018

	Rates	Fringes
PLUMBER.....	\$ 42.92	18.15+a

a. PAID HOLIDAYS: Labor Day, Veterans' Day, Thanksgiving Day and the day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King's Birthday, Memorial Day and the Fourth of July.

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PLUM0602-008 08/01/2018

	Rates	Fringes
PIPEFITTER, Includes HVAC Pipe Installation.....	\$ 41.64	21.57+a

a. PAID HOLIDAYS: New Year's Day, Martin Luther King's  
Birthday, Memorial Day, Independence Day, Labor Day,  
Veterans' Day, Thanksgiving Day and the day after  
Thanksgiving and Christmas Day.

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ROOF0030-016 07/01/2018

	Rates	Fringes
ROOFER.....	\$ 29.75	12.74

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SFDC0669-002 04/01/2018

	Rates	Fringes
SPRINKLER FITTER (Fire Sprinklers).....	\$ 35.60	20.24

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SHEE0100-015 07/01/2018

	Rates	Fringes
SHEET METAL WORKER (Including HVAC Duct Installation).....	\$ 40.27	20.34+a

a. PAID HOLIDAYS: New Year's Day, Martin Luther King's

Birthday, Memorial Day, Independence Day, Labor Day,  
Veterans Day, Thanksgiving Day and Christmas Day

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SUDC2009-003 05/19/2009

	Rates	Fringes
LABORER: Common or General.....	\$ 13.04	2.80
LABORER: Mason Tender - Cement/Concrete.....	\$ 15.40	2.85
LABORER: Mason Tender for pointing, caulking, cleaning of existing masonry, brick, stone and cement structures (restoration work); excludes pointing, caulking and cleaning of new or replacement masonry, brick, stone and cement.....	\$ 11.67	
POINTER, CAULKER, CLEANER, Includes pointing, caulking, cleaning of existing masonry, brick, stone and cement structures (restoration work); excludes pointing, caulking, cleaning of new or replacement masonry, brick, stone or cement.....	\$ 18.88	

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WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)).

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The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage

determination. The classifications are listed in alphabetical order of ""identifiers"" that indicate whether the particular rate is a union rate (current union negotiated rate for local), a survey rate (weighted average rate) or a union average rate (weighted union average rate).

#### Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than ""SU"" or ""UAVG"" denotes that the union classification and rate were prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.

Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

#### Survey Rate Identifiers

Classifications listed under the ""SU"" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates

the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

#### Union Average Rate Identifiers

Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union average rate. OH indicates the state. The next number, 0010 in the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

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#### WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can

be:

- \* an existing published wage determination
- \* a survey underlying a wage determination
- \* a Wage and Hour Division letter setting forth a position on a wage determination matter
- \* a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations  
Wage and Hour Division  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

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END OF GENERAL DECISION"

**ATTACHMENT J.8**  
**DEPARTMENT OF EMPLOYMENT SERVICES**  
**FIRST SOURCE EMPLOYMENT AGREEMENT**  
**AND**  
**FIRST SOURCE EMPLOYMENT PLAN**