



D.C. DEPARTMENT OF GENERAL SERVICES

INVITATION FOR BIDS

**GENERAL CONSTRUCTION-DESIGN BUILD SERVICES
SOLICITATION NO. DCAM-14-CS-0157**

SET-ASIDE MARKET FOR CBE PARTICIPATION ONLY

Issue Date: June 19, 2014

Proposal Due Date: June 25, 2014 by 2:00 p.m. EST

Contact: Danyel Riley
Contracts and Procurement Division
2000 14th Street, NW
8th Floor
Washington, D.C. 20009
(202) 741-0941 (office)
danyel.riley@dc.gov

Executive Summary

The Department of General Services (“Department” or “DGS”) is issuing this Invitation for Bid (IFB) to engage multiple contractors to perform design build construction services in District of Columbia Municipal Buildings on an as needed basis. In general, DGS manages municipal buildings that include office buildings, fire and police stations and other similar facilities. Given the nature of the portfolio, small construction projects arise on a recurring basis.

The goal of this procurement is to establish multiple Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts for construction, repairs, renovations and small design-build projects in accordance with 27 DCMR Chapter 47, Section 4715. The contracts will allow District Agencies to use this vehicle to procure or obtain a wide variety of construction services when required.

This solicitation is being issued in the Set-Aside Market. Only companies that are certified by the District of Columbia Department of Small and Local Business Development in the areas of construction or construction related services may participate in this procurement.

A.1 Basic Ordering Agreement (BOA)

A.1.1 The BOA is attached herein as Attachment E. Bidders should carefully review the BOA prior to submitting their bid. Bidders should note, however, that the BOA will not authorize any specific work or constitute a guarantee that any work will be assigned to a contractor. To the extent there are any inconsistencies between this IFB and the BOA, the BOA shall prevail. Bidders are further advised that they are required to submit their bids premised upon entering into a contract that is substantially similar to the BOA and that any proposed changes to the BOA must be clearly identified and described in their bid. A bid that fails to specifically identify and describe the requested changes shall be deemed non-responsive.

A.1.2 The BOA will be an Indefinite Delivery Indefinite Quantity (IDIQ) contract. The term of the BOA will be for a period of one (1) year with an option to extend for four (4) additional one (1) year option periods.

A.2 Project Delivery Method

A.2.1 The District will issue Requests for Task Order Proposals (RFTOPs) to selected Contractors holding the ID/IQ contracts in order to describe the contemplated work. After analyzing the bids, the District will award a Task Order (TO) for the work. Contractors awarded TOs shall perform this work in the manner and within the time specified in the individual TO. The Contractors shall accomplish the work in accordance with the terms and conditions of the BOA and TO.

A.2.2 A narrative scope of work will be issued to two (2) or three (3) of the ID/IQ contract holders and each of those contractors will be provided with an opportunity to walk the project with the Department's representatives in order to better understand and clarify the work. Drawings, Specifications, Davis Bacon Wage Rates, and other pertinent documentation will be included with each narrative scope of work. Each such Contractor will then be required to submit a lump sum price for the proposed work. Although the exact amount of time that Contractors will have to submit cost proposals will depend on the specifics of the individual projects, the Department envisions that contractors will typically be given five (5) to seven (7) business days to prepare and submit their cost proposals.

A.2.3 The Department will select the Contractor to be awarded each such project primarily based on price, but the Department reserves the right to consider non-price factors.

A.3 Contractor's Compensation

In general, it is contemplated that Task Orders will be priced on a lump sum basis. As such and absent specific instructions to the contrary, proposed Task Order pricing shall be "all inclusive" and should include sufficient funding to cover all of the contractor's costs necessary to complete the project.

A.4 Ordering Limitations

A.4.1 **Minimum Order:** The District guarantees the minimum order for the awardees in an amount of \$250.00 annually.

A.4.2 **Maximum Order:** The maximum order limitation for each Task Order and the total of all the Task Orders issued to a single Contractor during any one (1) contract year or option year period will not exceed \$950,000.00.

A.5 Procurement Schedule

The schedule for this procurement is as follows:

- Issue IFB - June 18, 2014
- Bids Due - June 24, 2014

A.6 Attachments

Attachment A - Form of Offer Letter and Bid Form

Attachment B - Disclosure Statement

Attachment C - Tax Affidavit

Attachment D - Davis-Bacon Wage Rates

Attachment E – Form of Contract (Basic Ordering Agreement)

SECTION B - SCOPE OF WORK

B.1 Scope of Work

The selected contractors shall be required to perform general construction and small design-build services on an as needed basis as requested by the Department. These small construction projects may include building repairs, upgrades, and tenant-fit out improvements including, but not limited to, patching and plumbing, carpentry, masonry, window replacement, fire alarm repairs, electrical and other miscellaneous repairs as may be necessary at various District of Columbia Municipal buildings. Such work shall be performed on an as needed basis.

B.2 Central Office

Each Contractor shall be required to maintain a central office between the hours of 7:00 am to 5:00 pm Monday through Friday with sufficient staffing. This office will be used to manage work associated with this contract and to dispatch work crews as requested by the Department. A separate office need not be established, and it acceptable if the contractors elect to the run this project from its current office. The office should be equipped with telephone lines, a fax machine and email and such other equipment and supplies as are necessary to fulfill the work required under the contract.

B.3 Estimates

As projects are identified by the Department, narrative scopes of work will be issued to two (2) or more of the pre-qualified Contractors for pricing. In general, the Department anticipates that two (2) or more pre-qualified Contractors will visit the proposed work site with a Department representative and then submit a lump sum cost estimate for the Contractor to perform the work. These estimates shall be reviewed by the Department and a Task Order will be issued to the Contractor primarily based on price. The Department reserves the right to also consider non-price factors. The Contractor shall not proceed with any work until such estimate is approved by the Department and the Contractor is directed to begin work.

B.4 Coordination with DGS

The Contractor shall coordinate with the assigned Project Manager (PM) for each individual project. The work may be performed during normal business hours; however, the Contractor may be required to work after hours or on weekend and holidays as to not adversely impact the work of District Government employees/and or Contractors. The Contractor shall develop work plans that are coordinated with and acceptable to the PM assigned to the project.

B.5 Project Site Safety

The Contractor shall ensure that work is conducted in a safe manner and that appropriate barricades and other safety procedures are employed to ensure the safety of District of Columbia employees, contractor and visitors. All such barricades and safety procedures shall be subject to the approval of the Department and its Project Manager.

B.6 Key Personnel

The Bidder's Key Personnel shall have the necessary experience and licenses to perform the required work. Bidders shall include with their bid a description of the staff available to perform this work and their qualifications. At a minimum, this shall include the Project Executive, the Project Manager(s) who will supervise the work, and the Field Superintendent(s) who will oversee the work in the field. Absent death, disability or separation from the Bidder's employment, the Bidder shall not be allowed to reassign any of the Key Personnel without the prior written approval of the Project Manager.

B.7 Licensing, Accreditation, and Registration

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

B.8 Conformance with Laws

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

B.9 Software Requirements:

B.9.1 PROLOG Software Interface Requirements – The District shall provide the Contractor with access to the DGS Prolog Project Management software. The Contractor shall be responsible for using Prolog to execute selected contract document requirements in coordination with the Project Manager.

B.9.2 Scheduling Software Requirement – The Contractor shall use Primavera 6 Prolog to prepare and submit any and all schedules required for this project.

B.10 Davis-Bacon Act

The Davis-Bacon Act is applicable to this Project. As such, the Contractor and its trade subcontractors shall comply with the wage and reporting requirements imposed by that Act. Applicable wage determination is attached hereto as **Attachment D**.

B.11 Apprenticeship Act

The Apprenticeship Act shall apply to this contract and the Contractor and all of its trade subcontractors shall be required to comply with that act. In addition, thirty-five percent (35%) of all apprentice hours worked on the Project shall be worked by District residents.

SECTION C - ECONOMIC INCLUSION

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

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

- Three (3) percent shall be awarded if the Bidder is certified as having a small business enterprise.
- Five (5) percent shall be awarded if the Bidder is certified as having a resident owned business.
- Ten (10) percent shall be awarded if the Bidder is certified as having a longtime resident business.
- Two (2) percent shall be awarded if the Bidder is certified as a local business enterprise.
- Two (2) percent shall be awarded if the Bidder is certified as being a local business enterprise with its principal office located in an enterprise zone.
- Two (2) percent shall be awarded if the Bidder is certified as a disadvantaged business enterprise.
- Bidders may qualify for more than one of these categories, so that the reduction in price under this section is 12 percent.

C.2 SLDBE Participation:

C.2.1 Mandatory Subcontracting Requirement

C.2.1.1 The Department requires significant participation by business enterprises certified by the Department of Small and Local Business Development as: (i) a local business enterprise; (ii) a small business enterprise; (iii) a disadvantaged business enterprise; (iv) having an owned resident business; (v) being a longtime business resident; or (vi) having a local business enterprise with its principal office located in an enterprise zone.

C.2.1.2 Accordingly, and in addition to the preference points conferred by **Section C.1**, the Department requires that business enterprises so certified must participate in at least 50% of the project. In addition, 35% must be awarded to entities that are certified as Small Business Enterprises (SBEs) by the District of Columbia Department of Small and Local Business Development and 20% to entities that are certified as Disadvantaged Business Enterprises (DBEs). A business certified in more than one (1) category shall count towards all applicable goals for which it is certified; for example, a business certified as a Local, Small and Disadvantaged Business Enterprise shall count towards all three (3) requirements.

C.3 Residency Hiring and First Source Employment Agreement Requirements for Contractors and Subcontractors:

C.3.1 Residency Hiring Requirements. At least fifty-one percent (51%) of the Bidder's Team and every subconsultant's employees hired after the Bidder enters into a contract with the Department, or after such subconsultant enters into a contract with the Bidder, to work on this Project, shall be residents of the District of Columbia. Upon execution of the contract, the Bidder and all of its member firms, if any, and each of its subcontractors and subconsultants shall submit to the Department a list of current employees that will be assigned to the Project, the date that they were hired and whether or not they live in the District of Columbia.

C.3.2 First Source Employment Agreement Requirements. The Bidder 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 the First Source Amendment Act of 2011, and the rules and regulations promulgated thereunder. The Bidder and all member firms, subcontractors, tier subcontractors, subconsultants, and suppliers with contracts in the amount of \$300,000 or more shall be required to comply with the following: (i) enter into a First Source Employment Agreement with the D.C. Department of Employment Services ("DOES") upon execution of the contract; (ii) submit an executed First Source Agreement to DOES prior to beginning work on the project; (iii) make best efforts to hire at least 51% District residents for all new jobs created by the project; (iv) list all employment vacancies with DOES; (v) submit monthly compliance reports to DOES by the 10th of each month; (vi) at least 35% of apprentices and trainees employed must be residents of the District registered in a program approved by the D.C. Apprenticeship Council; and (vii) trade contractors and subcontractors with contracts in the amount of \$500,000 or more must register an apprenticeship program with the D.C. Apprenticeship Council.

C.4 Prime Contractor Performance Requirements Applicable to Joint Ventures:

C.4.1 If a certified joint venture is selected as a prime contractor and is granted a price reduction pursuant to the Act or is selected through a set-aside program under the Act, the certified business enterprise partner of the joint venture shall perform at least 50% of the contracting effort, excluding the cost of materials, goods, and supplies, with its own organization and resources and, if the joint venture subcontracts, at least 50% of the subcontracted effort, excluding the cost of materials, goods and supplies, shall be with certified business enterprises.

C.4.2 If the total of the contracting effort, excluding the cost of materials, goods, and supplies, proposed to be performed by the certified business enterprise is less than the amount required by the preceding paragraph, then the certified business enterprise shall not be eligible to receive preference points or a price reduction for a period of not less than two (2) years.

C.5 Performance Requirement for Contracts \$1 Million or Less

If this is a construction contract of \$1 million or less for which a certified business enterprise is selected as prime contractor and is granted a price reduction pursuant to the Act or is selected through a set-aside program under the Act, the certified business enterprise prime contractor shall perform at least 50% of the on-site work with its own work force.

C.6 Compliance Reports

C.6.1 By the 21st of every month following the execution of the contract, the prime contractor shall submit to the Contracting Officer and the Director of DSLBD a compliance report detailing the contractor's compliance, for the preceding month, with the subcontracting requirements of the contract. The monthly compliance report shall include the following information:

C.6.1.1 The dollar amount of the contract or procurement;

C.6.1.2 A brief description of the goods procured or the services contracted for;

C.6.1.3 The name and address of the business enterprise from which the goods were procured or services contracted;

C.6.1.4 Whether the subcontractors to the contract are currently certified business enterprises;

C.6.1.5 The dollar percentage of the contract or procurement awarded to SBEs, or if insufficient SBEs, to other certified business enterprises;

- C.6.1.6 A description of the activities the contractor engaged in, in order to achieve the subcontracting requirements set forth in C.3 and C.4 and its approved Subcontracting Plan; and
- C.6.1.7 A description of any changes to the activities the contractor intends to make by the next month to achieve the requirements set forth in C.3 and C.4 and its approved Subcontracting Plan.

C.7 Enforcement and Penalties for Breach of Subcontracting Plan

- C.7.1 If during the performance of this contract, the contractor fails to comply with its approved subcontracting plan and the Contracting Officer determines the contractor's failure to be a material breach of the contract; the Contracting Officer shall have cause to terminate the contract under the default clause of the Standard Contract Provisions.
- C.7.2 There shall be a rebuttable presumption that a contractor willfully breached its approved subcontracting plan if the contractor (i) fails to submit any required monitoring or compliance report; or (ii) submits a monitoring or compliance report with the intent to defraud.
- C.7.3 For the willful breach by a contractor of a subcontracting plan for utilization of certified business enterprises in the performance of a contract, the contractor shall be subject to the imposition of penalties, including monetary fines of \$15,000 or 5% of the total amount of the work that the contractor was to subcontract to certified business enterprises, whichever is greater, for each such breach.

SECTION D - EVALUATION AND AWARD CRITERIA

D.1 Method of Award

The Department reserves the right to accept/reject any/all bids resulting from this solicitation. The Contracting Officer 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.

The DGS intends to award multiple contracts resulting from this solicitation to responsive and responsible Bidder(s) with the lowest price as determined by the total sum of the prices as provided in the Form of Offer Letter and Bid Form (**Attachment A**).

D.2 Non-Responsive Pricing

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

SECTION E - PROPOSAL ORGANIZATION AND SUBMISSION

This section outlines specific information necessary for the proper organization and manner in which bid should be submitted. References are made to other sections in this IFB for further explanation.

E.1 Preparation and Submission of Bids

Bidders shall submit one (1) signed original bid and three (3) copies to include Attachment A-Form of Offer Letter and Bid Form, Attachment B-Disclosure Statement, Attachment C-Tax Affidavit. The District will not accept a facsimile copy of a bid as an original bid. Each bid shall be submitted in a sealed envelope conspicuously marked: "FY14 Indefinite Delivery/Indefinite Quantity for General Construction-Design Build Services".

The original bid shall govern if there is a variance between the original bid and the copies submitted by the bidder.

Bidders shall make no changes to the requirements set forth in the solicitation.

E.2 Delivery or Mailing of Submissions

Submissions should be delivered or mailed to:

DC Department of General Services
Attn: Danyel Riley, Contract Specialist
Frank D. Reeves Center
2000 14th Street, NW, 8th Floor
Washington, DC 20009

E.3 Date and Time for Receiving Submissions

Submissions shall be received no later than 2:00 pm EST, on June 25, 2014. The Bidder assumes the sole responsibility for timely delivery of its submission, regardless of the method of delivery.

E.4 Submission Size, Organization and Offer

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

E.5 Disclosure Form

Each Bidder shall submit a Disclosure Statement substantially in the form of **Attachment B**.

E.5.6 Tax Affidavit

Each Bidder shall submit a tax affidavit substantially in the form of **Attachment C**. In order to be eligible for this procurement, Bidders must be in full compliance with their tax obligations to the District of Columbia government.

SECTION F - BIDDING PROCEDURES & PROTESTS

F.1 Contact Person

For information regarding this IFB please contact:

Danyel Riley
Department of General Services
Contracts and Procurement Division
2000 14th Street, NW
8th Floor
Washington, D.C. 20009
Phone: (202) 741-0941
danyel.riley@dc.gov

Any written questions or inquiries should be sent to the attention of Danyel Riley, Contract Specialist at danyel.riley@dc.gov.

F.2 Explanations to Prospective Bidders

F.2.1 Each Bidder should carefully examine this IFB and any and all amendments, addenda or other revisions, and thoroughly familiarize itself with all requirements prior to proffering a submission. Should a Bidder find discrepancies or ambiguities in, or omissions from, the IFB and amendments, addenda or revisions, or otherwise desire an explanation or interpretation of the IFB, any amendments, addenda, or revisions, it must submit a request for interpretation or correction in writing. Any information given to a Bidder concerning the solicitation will be furnished promptly to all other Bidders as an amendment or addendum to this IFB if in the sole discretion of the Department that information is necessary in proffering submissions or if the lack of it would be prejudicial to any other prospective Bidders. Oral explanations or instructions given before the award of the contract shall not be binding.

F.3 Protests

F.3.1 Protests shall be governed by Section 4734 of the Department's Procurement Regulations (27 DCMR § 4734). Protests alleging defects in this solicitation must be filed prior to the time set for receipt of submissions. If an alleged defect does not exist in this initial IFB, but was incorporated into the IFB by an amendment or addendum, a protest based on that defect must be filed before the next closing time established for proffering submissions. In all other cases, a protester shall file the protest within ten (10) days after the protester knows or should have known whichever is earlier, of the facts and circumstances upon which the protest is based. All protests must be made in writing to the Department's Chief Contracting Officer ("CCO") and must be filed in duplicate. Protests shall be served on the Department by obtaining written

and dated acknowledgment of receipt from the Department's CCO. Protests received by the Department after the indicated period shall not be considered. To expedite handling of protests, the envelope shall be labeled "Protest".

F.3.2 This section is intended to summarize the bid protest procedures and is for the convenience of the Bidders only. To the extent any provision of this section is inconsistent with the Procurement Regulations; the more stringent provisions shall prevail.

F.4 Contract Award

This procurement is being conducted in accordance with the provisions of Section 4720 of the Department's Procurement Regulations (27 DCMR § 4720).

F.5 Retention of Submissions

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

F.6 Examination of Submissions

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

F.7 Late Submissions: Modifications

F.7.1 Any submission or best and final offer received at the office designated in this IFB after the exact time specified for receipt shall not be considered.

F.7.2 Any modification of a submission, including a modification resulting from the CCO's requests for best and final offers, is subject to the same conditions as in F.8.A stated above.

F.7.3 The only acceptable evidence to establish the time of receipt at the Department's office is the time-date stamp of such installation on the submission wrapper or other documentary evidence of receipt maintained by the installation.

F.7.4 Notwithstanding any other provisions of this Request for Proposals to the contrary, a late modification of an otherwise successful submission which makes its terms more favorable to the Department may be considered at any time it is received and may be accepted.

F.7.5 Submissions shall be irrevocable and remain in full force and effect for a period not less than 120 days after receipt of submissions.

F.8 No Compensation for Preparation of Submissions

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

F.9 Rejection of Submissions

F.9.1 The Department reserves the right, in its sole discretion:

F.9.1.1 To cancel this solicitation or reject all submissions;

F.9.1.2 To reject submissions that fail to prove the Bidder's responsibility;

F.9.1.3 To reject submissions that contain conditions and/or contingencies that in the Department's sole judgment, make the submission indefinite, incomplete, otherwise non-responsive, or otherwise unacceptable for award;

F.9.1.4 To waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to any Bidder;

F.9.1.5 To take any other action within the applicable Procurement Regulations or law; and

F.9.1.6 To reject the submission of any Bidder that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals.

F.10 Limitation of Authority

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

SECTION G - INSURANCE REQUIREMENTS

G.1 Required Insurance

G.1.1 The contractor will be required to maintain the following types of insurance throughout the life of the contract.

G.1.1.1 Commercial general public liability insurance (“Liability Insurance”) against liability for bodily injury and death and property damage, such Liability Insurance to be in an amount not less than One Million Dollars (\$1,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and One Million Dollars (\$1,000,000) from the aggregate of all occurrences within each policy year. The policy shall include completed operations coverage. The Contractor shall be required to maintain this coverage in force for a period of at least two years after substantial completion.

G.1.1.2 Workers’ compensation and Employers Liability coverage providing statutory benefits for all persons employed by the contractor, or its contractors and subcontractors at or in connection with the Work.

G.1.1.3 Automobile Liability, including Hired and Non-Owned Auto Liability in the amount of at least One Million Dollars (\$1,000,000) for each occurrence for bodily injury and property damage.

G.1.1.4 Excess umbrella liability coverage (on at least a follow form basis) and when combined with the general liability policy has an aggregate limit of at least Two Million Dollars (\$2,000,000).

G.2 Additional Insureds

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

G.3 Waiver of Subrogation

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

G.4 Strength of Insurer

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

SECTION H - BONDS

H.1 Contractor's Payment and Performance Bond

The Contractor shall provide both a payment bond and a performance bond each in an amount equal to 100% of the contract price prior to the time the Task Order is fully executed and prior to performing work under each Task Order. All such bonds shall be issued by bonding companies licensed to conduct business in the District of Columbia and included on the Department of Treasury's Listing of Approved Sureties.

H.2 Subcontractor's Payment and Performance Bond

The Subcontractor shall provide both a payment bond and a performance bond each in an amount equal to 100% of the subcontract amount prior to performing any work on 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.