

[Contractor's Letterhead]

[DATE]

Mr. George G. Lewis, CPPO  
Associate Director, Contracts & Procurement  
Chief Contracting Officer  
District of Columbia Department of General Services  
2000 14<sup>th</sup> Street, N.W.  
Washington, DC 20009

Reference: May 2018 Launch Pad Request for Proposal (RFP)  
[Lafayette Elementary School Construction of Classroom Close-ins For Special Education Classrooms 223 & 242](#)

Dear Mr. Lewis:

On behalf of [INSERT NAME OF OFFEROR] (the "Offeror"), I am pleased to submit this price proposal in response to the Department of General Services' (the "Department" or "DGS") Request for Proposal (the "RFP") for the construction at of class-room enclosures at Lafayette Elementary School. The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto, (collectively, the "RFP Documents" or "Contract Documents") and has conducted such due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary in order to submit its price proposal in response to the RFP. The Offeror's price proposal, the Lump Sum Price are based on the RFP Documents as issued and assume no material alteration of the terms of the RFP Documents. (Collectively, the proposal and the Lump Sum Price are referred to as the "Offeror's Proposal".)

The Offeror's Price Proposal is as follows:

CLIN	DESCRIPTION	Lump Sum Price
001	Lump Sum Price for all work included in the scope, including, but not limited to, deliverables, shop drawings, permits, general conditions, material, equipment, labor, supervisions, overhead, profit, general conditions and any other work required to provide pre-construction and construction work required to construct class-room enclosures at the Lafayette Elementary School A, as more fully described in Section [C] of the RFP, the Scope of Work.	
	<b>Lump Sum Price</b>	\$ _____

**LUMP SUM PRICE IN  
WORDS:**\_\_\_\_\_

The Offeror's Price Proposal is based on and subject to the following conditions:

1. Assuming the Offeror is selected by the Department and subject only to the changes requested in paragraph 4, the Offeror agrees to enter into a contract with the Department on the terms and conditions described in the RFP.
3. Both the Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this Offeror Letter and Bid Form and bind the Offeror to the terms of the Offeror's technical and price proposals. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror in order to authorize the terms of the Offeror's proposal.
4. The Offeror 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 proposal in response to the RFP 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 proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.
5. The Offeror 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 Offer Letter and Bid Form are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

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

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

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

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

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