

[Contractor’s Letterhead]

[DATE]

Mr. James H. Marshall
Contracting Officer
District of Columbia Department of General Services
1250 U Street, NW, 2nd Floor
Washington, DC 20009

Reference: Request for Proposals (“RFP”) – DCAM-22-CS-RFP-0026
Construction Services for Major Renovations of PSCC Building

Dear Mr. Marshall:

On behalf of [INSERT NAME OF Offeror] (the “Offeror”), I am pleased to submit this Proposal in response to the Department of General Services (the “Department” or “DGS”) RFP to provide Construction Services for Major Renovations of PSCC Building (the “Project”). The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the “Bid Documents”) and has conducted such due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary in order to submit its Proposal in response to the RFP. The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto (collectively, the “Bid 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 bid in response to the RFP. The Offeror’s bid and the Lump Sum Price are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents. (Collectively, the bid and the Lump Sum Price are referred to as the “Offeror’s Bid”.)

The Offeror’s Bid is as follows:

CLIN	DESCRIPTION	Lump Sum Price
001	Provide all necessary services, design coordination, construction, supervision, labor, materials, and equipment as required for Major Renovations of PSCC Building in accordance with the Scope of Work.	\$ _____
	Lump Sum Price	\$ _____

Lump Sum Bid Price in Words:

The Offeror shall submit a completed Price Breakdown Form (**Exhibit 1**), providing the price for the Project.

The Offeror’s Bid is based on and subject to the following conditions:

1. The Offeror agrees to hold its bid open for a period of at least one hundred twenty (120) days after the RFTOP closing date.
2. Assuming the Offeror is selected by the Department and subject only to the changes requested in paragraph 5, the Offeror 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 Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this bid form and bind the Offeror to the terms of the Offeror’s bid. 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 bid.
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 bid in response to the RFTOP 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 RFTOP; 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 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 CLIN 001

Construction Services for Major Renovations of PSCC Building		
DIVISION NO.	DESCRIPTION	DIVISION COST
Division 01	General Requirements	
Division 02	Existing Conditions	
Division 03	Concrete	
Division 04	Masonry	
Division 05	Metals	
Division 06	Wood, Plastics, Composites	
Division 07	Thermal and Moisture Protection	
Division 08	Openings	
Division 09	Finishes	
Division 10	Specialties	
Division 11	Equipment	
Division 12	Furnishings	
Division 13	Special Construction	
Division 14	Conveying Equipment	
Division 21	Fire Suppression	
Division 22	Plumbing	
Division 23	Heating, Ventilating, and Air Conditioning (HVAC)	
Division 25	Integrated Automation	
Division 26	Electrical	
Division 27	Communications	
Division 28	Electronic Safety and Security	
Division 31	Earthwork	
Division 32	Exterior Improvements	
Division 33	Utilities	
	Lump Sum Price:	\$ _____