Attachment B

Form of Offer Letter

Attachment B

[Contractor's Letterhead]

[Insert Date]

District of Columbia Department of General Services
2000 14th Street, NW, 8th Floor
Washington, DC 20009

Attn: Mr. Brian J. Hanlon
Director/Chief Contracting Officer

Reference: Invitation for Bids
Office of the Attorney General (OAG) Law Library Renovations & Moot Appellate and Trial Courtroom (Moot Courtroom) Build-Out

Dear Mr. Hanlon:

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 **OAG Law Library Renovations & Moot Courtroom Build-Out**. The Bidder has reviewed the IFB 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 Bidder, in its sole judgment, has deemed necessary in order to submit its Bid in response to the IFB. The Bidder's bid and the Lump Sum Price (as defined in paragraph A) are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents. (Collectively, the bid and the Lump Sum Price are referred to as the "Bidder's Bid".)

The Bidder's Bid is as follows:

Base Bid

CLIN	DESCRIPTION	LUMP SUM PRICE
0001	OAG Law Library Renovations & Moot Courtroom Build-Out in accordance with Section B of this solicitation package, Drawings & Specifications (Attachment A), and the DGS Project Manual for the OAG Law Library & Moot Courtroom (Attachment A1).	$_____

LUMP SUM PRICE IN WORDS:

_____

The Bidder, for CLIN 0001, must submit for each of the components of work (Divisions) listed on the Price Breakdown Form (Exhibit 1), the price of each Division Component. The sum of all the prices for each Division Component must equal the Lump Sum Price for CLIN 0001. In the event of discrepancies between or among the Lump Sum Price and the Price Breakdown of each Division Component, the Lump Sum Price shall control.

The Bidder acknowledges and understands that the Lump Sum Price is a firm, fixed price and intended to be Bidder's sole compensation for the services required under the contract and should include sufficient funding for all of the Bidder's costs associated with the work, including, but not limited to, labor, tools and equipment, materials and supplies, and overhead, insurance and profit. Failure to submit complete the Price Breakdown for CLIN 0001 shall not to any extent qualify the Bidder's commitment to complete the entire project at the above stated Lump Sum Price. The District may use the Price Breakdown as a guide during contract administration.

The Bidder's Bid is based on and subject to the following conditions:

1. The Bidder agrees to hold its proposal 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 proposal. 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 proposal.

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 proposal 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 proposal in response to the IFB; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.

5. The Bidder's proposal is subject to the following requested changes to the Form of Contract: [INSERT REQUESTED CHANGES. BIDDERS ARE ADVISES THAT THE CHANGES SO IDENTIFIED SHOULD BE SPECIFIC SO AS TO PERMIT THE DEPARTMENT TO EVALUATE THE IMPACT OF THE REQUESTED CHANGES IN ITS REVIEW PROCESS. GENERIC STATEMENTS, SUCH AS "A MUTUALLY ACCEPTABLE CONTRACT" ARE NOT ACCEPTABLE. BIDDERS ARE FURTHER ADVISED THAT THE DEPARTMENT WILL CONSIDER THE REQUESTED CHANGES AS PART OF THE EVALUATION PROCESS.]

6. 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.

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

Sincerely,

By: _____
Name: _____
Its: _____
Date: _____

Exhibit 1

PRICE BREAKDOWN FORM (Submit with a cover letter on Company letterhead signed and dated by an authorized representative.). **In conjunction with this form, the Bidder shall provide a detailed breakdown of pricing for each Division and submit with its bid.**

CSI DIVISION NO.	DESCRIPTION	PRICE OF EACH DIVISION COMPONENT
Div. 01	General Requirements	
Div. 02	Existing Conditions (incl. abatement/demo. of exist. structure)	
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. 32	Exterior Improvements	
Div. 33	Utilities	
	LUMP SUM PRICE	$_____

- DIVISION means a discrete component of the work for which a separate price is requested. The "Total Price Breakdown" is the sum total of all components, and must equal the Lump Sum Price.