

[Contractor’s Letterhead]

[Insert Date]

Mr. Christopher E. Weaver
Director/Chief Contracting Officer
District of Columbia Department of General Services
2000 14th Street, NW, 8th Floor
Washington, DC 20009

Reference: Request for Proposal **DCAM-16-CS-0133**
Design-Build Service for Randall/Langdon Park Pool and Pool Houses

Dear Mr. Weaver:

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”) Request for Proposal (the “RFP”) for the Design-Build Service for Randall/Langdon Park Pool and Pool Houses. The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the “Proposal 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 Proposal in response to the RFP. The Offeror’s proposal and 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 Proposal is as follows:

CLIN	DESCRIPTION	Lump Sum Price
001	Design-Build Service for Randall/Langdon Park Pool and Pool Houses as described in the Scope of Work (Section B) in the RFP Package (DCAM-16-CS-0133).	\$ _____
	Lump Sum Price	

LUMP SUM PRICE IN WORDS:

The Offeror shall submit a completed Price Breakdown Form (Exhibit 1), providing the price for each Division Component. The sum of all the prices for each Division Component must equal the Lump Sum Price for CLIN 001. 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 Proposal is based on and subject to the following conditions:

1. The Offeror agrees to hold its Proposal open for a period of at least one hundred twenty (120) days after the RFP 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 Proposal 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 Proposal form and bind the Offeror to the terms of the Offeror's Proposal. 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 Form of Offer Letter and Proposal 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: _____

Exhibit 1 - Price Breakdown Form

DCAM-16-CS-0133 – Design-Build Service for Randall/Langdon Park Pool and Pool Houses		
– CLIN 001		
DIVISION NO.	DESCRIPTION	DIVISION COST
Div. 01	Pre-Construction Fee	
Div. 02	Design-Build Fee	
Div. 03	Contingency Percentage	
	Lump Sum Price:	\$