

[Contractor's Letterhead]

[Insert Date]

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

**Reference: Invitation for Bids (“IFB”) - DCAM-23-CS-IFB-0002
Roofing Replacement and Upgrades at Engine Houses 4, 5, 8, 20, and 24**

Dear Mr. Marshall:

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”) IFB for the Construction Services for Roofing Replacement and Upgrades at Engine Houses 4, 5, 8, 20, and 24 (the “Project”).

The Bidder has reviewed the IFB and the attachments thereto and any addenda thereto (collectively, the “Bid Documents” or “Contract 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 for each Engine House site 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 for each Engine House site are referred to as the “Bidder’s Bid”).

The Bidder’s Bid for Engine House 4 is as follows:

| CLIN | DESCRIPTION | Lump Sum Price |
|-------------|--|-----------------------|
| 001 | Furnish all construction administration, supervision, labor, materials, and equipment necessary to complete the Construction Services for Roofing Replacement and Upgrades at Engine House 4 in accordance with the Specification and Drawings (Attachment J.1). | \$ _____ |
| 002 | DGS Controlled Allowance | \$ 15,000.00 |
| 003 | Add Alternate (Shop Fab. ES-1 Metal in lieu of Pre-Manuf. Metal) | \$ _____ |
| | Total Lump Sum Price | \$ _____ |

TOTAL LUMP SUM PRICE IN WORDS:

The Bidder shall note that the DGS Controlled allowance is considered additional construction capital used at DGS’ discretion. This allowance is not intended to cover the cost of Base Contract work as shown on the Bid Documents or reasonably inferable from the Bid Documents. Contractor’s Base Bid shall include all services, installations, and costs required to complete the project and systems as if there was no allowance.

The Bidder shall submit a completed Price Schedule Bid Form (**EXHIBIT – 1A**), providing the price for Division and CLIN, for Construction Services for Roofing Replacement and Upgrades at Engine House 4 **CLIN 001**. The sum of all the prices for each Division Component must equal the Lump Sum Price for each CLIN.

Exhibit 1A - Price Schedule Bid Form

| CLIN 001 - Roofing Replacement and Upgrades at Engine House 4 | | |
|--|---|----------------------|
| 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: | \$ _____ |

The Bidder’s Bid for Engine House 5 is as follows:

| CLIN | DESCRIPTION | Lump Sum Price |
|------|--|----------------|
| 001 | Furnish all construction administration, supervision, labor, materials, and equipment necessary to complete the Construction Services for Roofing Replacement and Upgrades at Engine House 5 in accordance with the Specification and Drawings (Attachment J.1). | \$ _____ |
| 002 | DGS Controlled Allowance | \$ 15,000.00 |
| 003 | Add Alternate (Shop Fab ES-1 Metal in lieu of Pre-Manuf. Metal) | \$ _____ |
| | Total Lump Sum Price | \$ _____ |

TOTAL LUMP SUM PRICE IN WORDS:

The Bidder shall note that the DGS Controlled allowance is considered additional construction capital used at DGS’ discretion. This allowance is not intended to cover the cost of Base Contract work as shown on the Bid Documents or reasonably inferable from the Bid Documents. Contractor’s Base Bid shall include all services, installations, and costs required to complete the project and systems as if there was no allowance.

The Bidder shall submit a completed Price Schedule Bid Form (**EXHIBIT – 1B**), providing the price for Division and CLIN, for Construction Services for Roofing Replacement and Upgrades at Engine House 5 **CLIN 001**. The sum of all the prices for each Division Component must equal the Lump Sum Price for each CLIN.

Exhibit 1B - Price Schedule Bid Form

| CLIN 001 - Roofing Replacement and Upgrades at Engine House 5 | | |
|--|---|----------------------|
| 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: | \$ _____ |

The Bidder’s Bid for Engine House 8 is as follows:

| CLIN | DESCRIPTION | Lump Sum Price |
|-------------|--|-----------------------|
| 001 | Furnish all construction administration, supervision, labor, materials, and equipment necessary to complete the Construction Services for Roofing Replacement and Upgrades at Engine House 8 in accordance with the Specification and Drawings (Attachment J.1). | \$ _____ |
| 002 | DGS Controlled Allowance | \$ 15,000.00 |
| 003 | Add Alternate (Shop Fab. ES-1 Metal in lieu of Pre-Manuf. Metal) | \$ _____ |
| | Total Lump Sum Price | \$ _____ |

TOTAL LUMP SUM PRICE IN WORDS:

The Bidder shall note that the DGS Controlled allowance is considered additional construction capital used at DGS’ discretion. This allowance is not intended to cover the cost of Base Contract work as shown on the Bid Documents or reasonably inferable from the Bid Documents. Contractor’s Base Bid shall include all services, installations, and costs required to complete the project and systems as if there was no allowance.

The Bidder shall submit a completed Price Schedule Bid Form (**EXHIBIT – 1C**), providing the price for Division and CLIN, for Construction Services for Roofing Replacement and Upgrades at Engine House 8 **CLIN 001**. The sum of all the prices for each Division Component must equal the Lump Sum Price for each CLIN.

Exhibit 1C - Price Schedule Bid Form

| CLIN 001 - Roofing Replacement and Upgrades at Engine House 8 | | |
|--|---|----------------------|
| 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: | \$ _____ |

The Bidder’s Bid for Engine House 20 is as follows:

| CLIN | DESCRIPTION | Lump Sum Price |
|-------------|---|-----------------------|
| 001 | Furnish all construction administration, supervision, labor, materials, and equipment necessary to complete the Construction Services for Roofing Replacement and Upgrades at Engine House 20 in accordance with the Specification and Drawings (Attachment J.1). | \$ _____ |
| 002 | DGS Controlled Allowance | \$ 15,000.00 |
| | Total Lump Sum Price | \$ _____ |

TOTAL LUMP SUM PRICE IN WORDS:

The Bidder shall note that the DGS Controlled allowance is considered additional construction capital used at DGS’ discretion. This allowance is not intended to cover the cost of Base Contract work as shown on the Bid Documents or reasonably inferable from the Bid Documents. Contractor’s Base Bid shall include all services, installations, and costs required to complete the project and systems as if there was no allowance.

The Bidder shall submit a completed Price Schedule Bid Form (**EXHIBIT – 1D**), providing the price for Division and CLIN, for Construction Services for Roofing Replacement and Upgrades at Engine House 20 **CLIN 001**. The sum of all the prices for each Division Component must equal the Lump Sum Price for each CLIN.

Exhibit 1D - Price Schedule Bid Form

| CLIN 001 - Roofing Replacement and Upgrades at Engine House 20 | | |
|---|---|----------------------|
| 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: | \$ _____ |

The Bidder’s Bid for Engine House 24 is as follows:

| CLIN | DESCRIPTION | Lump Sum Price |
|-------------|---|-----------------------|
| 001 | Furnish all construction administration, supervision, labor, materials, and equipment necessary to complete the Construction Services for Roofing Replacement and Upgrades at Engine House 24 in accordance with the Specification and Drawings (Attachment J.1). | \$ _____ |
| 002 | DGS Controlled Allowance | \$ 15,000.00 |
| 003 | Add Alternate (Shop fabricated ES-1 metal in lieu of pre-manuf. metal) | \$ _____ |
| 004 | Add Alternate (duct covering removal and replacement) | \$ _____ |
| | Total Lump Sum Price | \$ _____ |

TOTAL LUMP SUM PRICE IN WORDS:

The Bidder shall note that the DGS Controlled allowance is considered additional construction capital used at DGS’ discretion. This allowance is not intended to cover the cost of Base Contract work as shown on the Bid Documents or reasonably inferable from the Bid Documents. Contractor’s Base Bid shall include all services, installations, and costs required to complete the project and systems as if there was no allowance.

The Bidder shall submit a completed Price Schedule Bid Form (**EXHIBIT – 1E**), providing the price for Division and CLIN, for Construction Services for Roofing Replacement and Upgrades at Engine House 24 **CLIN 001**. The sum of all the prices for each Division Component must equal the Lump Sum Price for each CLIN.

Exhibit 1E - Price Schedule Bid Form

| CLIN 001 - Roofing Replacement and Upgrades at Engine House 24 | | |
|---|---|----------------------|
| DIVISION | 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: | \$ _____ |

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

1. The Bidder agrees to hold its bid 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 bid. 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 bid.
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 bid 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 bid in response to the IFB; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.
5. 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.

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: