

[Contractor's Letterhead]

[Insert Date]

Kianna Shepherd  
Contracting Officer  
Department of General Services  
3924 Minnesota Ave NE  
Washington, DC 20019

**Reference: Invitation for Bid ("IFB") DCAM-24-CS-IFB-0003  
Youth Services Center Shower and Ventilation Upgrade for DYRS**

Dear Ms. Kianna:

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 of the Youth Services Center Shower and Ventilation Upgrade for DYRS. 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 Total Bid Price are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents.

**The Bidder's Bid is as follows:**

<b>CLIN</b>	<b>DESCRIPTION</b>	<b>BID PRICE</b>
<b>001</b>	Furnish all construction administration, supervision, labor, materials, and equipment necessary to complete the Construction Services for <b>Youth Services Center Shower and Ventilation Upgrade for DYRS</b> in accordance with the Drawings and Specifications (Attachment J.1).	\$ _____
	<b>TOTAL BID PRICE ("LUMP SUM PRICE")</b>	\$ _____
<b>002</b>	Contingencies and Allowances – DGS Controlled	<b><u>\$80,000.00</u></b>
<b>TOTAL BID PRICE PLUS DGS CONTROLLED CONTINGENCIES AND ALLOWANCES:</b>		\$ _____

**TOTAL BID PRICE IN WORDS:**

\_\_\_\_\_

The Bidder shall submit a completed Price Schedule Bid Form providing the price for Division and CLIN, for the Construction Services of the Youth Services Center Shower and Ventilation Upgrade for DYRS. The sum of all the prices for each Division Component must equal the Lump Sum Price for CLIN001.

<b>Youth Services Center Shower and Ventilation Upgrade for DYRS Price Schedule Bid Form</b>		
<b>DIVISION NO.</b>	<b>DESCRIPTION</b>	<b>DIVISION COST</b>
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	
	<b>Lump Sum Price:</b>	\$ _____

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: