

[Contractor’s Letterhead]

[DATE]

Kianna Shepherd  
Contracting Officer  
Department of General Services  
Contracts & Procurement Division  
3924 Minnesota Avenue NE, 5th Floor.  
Washington, DC 20019

Reference: Invitation For Bid: DCAM-24-CS-IFB-0006, **Construction Services for Metropolitan Police Department (MPD) 5th District Cell Block Renovations**

Dear Ms. Shepherd:

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 Bid (the “IFB”) to provide Construction Services for Metropolitan Police Department (“MPD”) 5th District Cell Block Renovations (“the Project”) located at 1805 Bladensburg Road, NE, Washington, DC,20002.

The Bidder has reviewed the IFB and the attachments thereto, any addenda thereto, and the proposed Form of Contract (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 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 Total Bid Price are referred to as the “Bidder’s Bid”.)

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 Project in accordance with the 100% Consolidated Drawing Set (Attachment J.1), 100% Design Analysis (Attachment J.2), 100% Specifications (Attachment J.3) and Facility Condition Assessment (Attachment J.4).	\$ _____
<b>002</b>	<b>Allowances</b>	\$50,000.00
	<b>Total Bid Price</b>	\$ _____

**TOTAL BID PRICE WITH ALLOWANCE INCLUDING CLIN 001 TO CLIN 002 IN WORDS:**

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The Offeror shall submit a completed Price Breakdown Form (**Exhibit 1**), providing the price for each Division Component, for the project. The sum of all the prices for each Division Component must equal the Bid Price for CLIN 1. In the event of discrepancies between or among the Bid Price and the Price Breakdown of each Division Component, the Total Bid Price shall control.

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 IFB 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 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 Offeror's proposal is subject to the following requested changes to the Contract: **[INSERT REQUESTED CHANGES. OFFERORS ARE ADVISED 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. OFFERORS ARE FURTHER ADVISED THAT THE DEPARTMENT WILL CONSIDER THE REQUESTED CHANGES AS PART OF THE EVALUATION PROCESS.]**
6. 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.

DCAM-24-CS-IFB-0006

Attachment B – Form of Offer Letter and Bid Form

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**

<b>Metropolitan Police Department (MPD) 5th District Cell Block Renovations</b>		
<b>DIV NO.</b>	<b>DESCRIPTION</b>	<b>DIVISION COST</b>
Div. 01	General Requirements	
Div. 02	Existing Conditions	
Div. 03	Concrete	
Div. 04	Masonry	
Div. 05	Metals	
Div. 06	Woods, Plastics, & Composites	
Div. 07	Thermal & Moisture Protection	
Div. 08	Openings	
Div. 09	Finishes	
Div. 10	Specialties	
Div. 11	Equipment	
Div. 12	Furnishings	
Div. 13	Special Construction	
Div. 14	Conveying Equipment	
Div. 21	Fire Suppression	
Div. 22	Plumbing	
Div. 23	HVAC	
Div. 25	Integrated Automation	
Div. 26	Electrical	
Div. 27	Communications	
Div. 28	Electronic Safety & Security	
Div. 31	Earthwork	
Div. 32	Exterior Improvements	
Div. 33	Utilities	
	<b>Bid Price:</b>	\$ _____