

ATTACHMENT J.4

**Department of Employment Services First Source Employment Agreement available at
www.ocp.dc.gov click on "Solicitation Attachments"**



**Government of the District of Columbia
FIRST SOURCE EMPLOYMENT AGREEMENT**



Contract Number: _____

Employer Name: _____

Project Contract Amount: _____

Employer Contract Award: _____

Project Name: _____

Project Address: _____ Ward: _____

Nonprofit Organization with 50 Employees or Less: Yes No

This First Source Employment Agreement, in accordance with The First Source Employment Agreement Act of 1984 (codified in D.C. Official Code §§ 2-219.01 – 2.219.05), The Apprenticeship Requirements Amendment Act of 2004 (Codified in D.C. Official Code §§ 2-219.03 and 32-1431) for recruitment, referral, and placement of District of Columbia residents, is between the District of Columbia Department of Employment Services, hereinafter referred to as “DOES”, and _____, hereinafter, referred to as EMPLOYER. Under this Employment Agreement, the EMPLOYER will use DOES as its first source for recruitment, referral, and placement of new hires or employees for all new jobs created by the Project. The Employer will hire 51% District of Columbia residents for all new jobs created by the Project, and 35 % of all apprenticeship hours be worked by DC residents employed by EMPLOYER in connection with the Project shall be District residents registered in programs approved by the District of Columbia Apprenticeship Council.

I. GENERAL TERMS

- A. Subject to the terms and conditions set forth herein, the EMPLOYER will use DOES as its first source for the recruitment, referral and placement for jobs created by the Project.
- B. The EMPLOYER will require all Project contractors with contracts totaling \$100,000 or more, and Project subcontractors with subcontracts totaling \$100,000 or more, to enter into a First Source Employment Agreement with DOES.
- C. DOES will provide recruitment, referral and placement services to the EMPLOYER, which are subject to the limitations set out in this Agreement.
- D. The participation of DOES in this Agreement will be carried out by the Office of Employer Services, which is responsible for referral and placement of employees, or such other offices or divisions designated by the Office of the Director, of DOES.
- E. This Agreement will take effect when signed by the parties below and will be fully effective for the duration of the Project contract and any extensions or modification to the Project contract.

- F. This Agreement will not be construed as an approval of the EMPLOYER'S bid package, bond application, lease agreement, zoning application, loan, or contract/subcontract for the Project.
- G. DOES and the EMPLOYER agree that, for purposes of this Agreement, new hires and jobs created for the Project (both union and nonunion) include all EMPLOYER'S job openings and vacancies in the Washington Standard Metropolitan Statistical Area created for the Project as a result of internal promotions, terminations, and expansions of the EMPLOYER'S workforce, as a result of this project, including loans, lease agreements, zoning applications, bonds, bids, and contracts.
- H. This Agreement includes apprentices as defined and as amended, in D.C. Law 2-156. D.C. Official Code §§ 32-1401- 1431.
- I. The EMPLOYER, prime subcontractors and subcontractors who contract with the District of Columbia government to perform construction, renovation work, or information technology work with a single contract, or cumulative contracts, of at least \$500,000, let within a 12-month period will be required to register an apprenticeship program with the District of Columbia Apprenticeship Council; and this includes but is not limited to, any construction or renovation contract or subcontract signed as the result of, a loan, bond, grant, Exclusive Right Agreement, street or alley closing, or a leasing agreement of real property for one (1) year or more. In furtherance of the foregoing, the EMPLOYER shall enter into an agreement with its contractors, including the general contractor, that requires that such contractors and subcontractors for the Project participate, in apprenticeship programs for the Project that: (i) meet the standards set forth in Chapter 11 of Title 7 of the District of Columbia Municipal Regulations, and (ii) have an apprenticeship program registered with the District of Columbia's Apprenticeship Council.

II. RECRUITMENT

- A. The EMPLOYER will complete the attached Employment Plan, which will indicate the number of new jobs projected to be created on the Project, salary range, hiring dates, residency status, ward information, new hire justification and union requirements.
- B. The Employer will post all job vacancies in the DOES' Virtual One-Stop (VOS) at www.jobs.dc.gov within five (5) days of executing the Agreement. Should you need assistance posting job vacancies, please contact Job Bank at (202) 698-6001.
- C. The EMPLOYER will notify DOES, by way of the First Source Office of its Specific Need for new employees for the Project, within at least five (5) business days (Monday - Friday) upon Employers identification of the Specific Need. This must be done before using any other referral source. Specific Needs shall include, at a minimum, the number of employees needed by job title, qualifications, hiring date, rate of pay, hours of work, duration of employment, and work to be performed.
- D. Job openings to be filled by internal promotion from the EMPLOYER'S current workforce do not need to be referred to DOES for placement and referral. However, EMPLOYER shall notify DOES of such promotions.

- E. The EMPLOYER will submit to DOES, prior to commencing work on the Project, the names, residency status and ward information of all current employees, including apprentices, trainees, and laid-off workers who will be employed on the Project.

III. REFERRAL

- A. DOES will screen applicants and provide the EMPLOYER with a list of applicants according to the Notification of Specific Needs supplied by the EMPLOYER as set forth in Section II (B).
- B. DOES will notify the EMPLOYER, prior to the anticipated hiring dates, of the number of applicants DOES will refer.

IV. PLACEMENT

- A. The EMPLOYER will make all decisions on hiring new employees but will, in good faith, use reasonable efforts to select its new hires or employees from among the qualified persons referred by DOES.
- B. In the event that DOES is unable to refer qualified personnel meeting the Employer's established qualifications, within five (5) business days (Monday - Friday) from the date of notification, from the EMPLOYER, the EMPLOYER will be free to directly fill remaining positions for which no qualified applicants have been referred. Notwithstanding, the EMPLOYER will still be required to hire 51% District residents for all new jobs created by the Project.
- C. After the EMPLOYER has selected its employees, DOES will not be responsible for the employees' actions and the EMPLOYER hereby releases DOES, and the Government of the District of Columbia, the District of Columbia Municipal Corporation, and the officers and employees of the District of Columbia from any liability for employees' actions.

V. TRAINING

- A. DOES and the EMPLOYER may agree to develop skills training and on-the-job training programs; the training specifications and cost for such training will be mutually agreed upon by the EMPLOYER and DOES and will be set forth in a separate Training Agreement.

VI. CONTROLLING REGULATIONS AND LAWS

- A. To the extent that this Agreement is in conflict with any federal labor laws or governmental regulations, the federal laws or regulations shall prevail.
- B. DOES will make every effort to work within the terms of all collective bargaining agreements to which the EMPLOYER is a party.
- C. The EMPLOYER will provide DOES with written documentation that the EMPLOYER has provided the representative of any collective bargaining unit involved

with this Project a copy of this Agreement and has requested comments or objections. If the representative has any comments or objections, the EMPLOYER will promptly provide them to DOES.

VII. EXEMPTIONS

- A. All contracts, subcontracts or other forms of government-assistance less than \$100,000.
- B. Employment openings the contractor will fill with individuals already employed by the company.
- C. Job openings to be filled by laid-off workers according to formally established recall procedures and rosters.
- D. Construction or renovation contracts or subcontracts in the District of Columbia totaling less than \$500,000 are exempt from the requirements of Section I(H) and I(I) of the General Terms hereof.
- E. Non-profit organization with 50 or less employees are exempt from the requirements.

VIII. AGREEMENT MODIFICATIONS, RENEWAL, MONITORING, AND PENALTIES

- A. If, during the term of this Agreement, the EMPLOYER should transfer possession of all or a portion of its business concerns affected by this Agreement to any other party by lease, sale, assignment, merger, or otherwise this First Source Agreement shall remain in full force and effect and transferee shall remain subject to all provisions herein. In addition, the EMPLOYER as a condition of transfer shall:
 - 1. Notify the party taking possession of the existence of this EMPLOYER'S First Source Employment Agreement.
 - 2. Notify DOES within seven (7) business days of the transfer. This advice will include the name of the party taking possession and the name and telephone of that party's representative.
- B. DOES will monitor EMPLOYER'S performance under this Agreement. The EMPLOYER will cooperate with the DOES monitoring and will submit a Contract Compliance Form to DOES monthly.
- C. To assist DOES in the conduct of the monitoring review, the EMPLOYER will make available to DOES, upon request, payroll and employment records for the review period indicated for the Project.
- D. The Employer will provide DOES additional information upon request.
- E. With the submission of the final request for payment from the District, the EMPLOYER shall:

1. Document in a report to DOES its compliance with the requirement that 51% of the new employees hired by the EMPLOYER for the Project be District residents; or
 2. Submit to DOES a request for a waiver of compliance of the requirement that 51% of the new employees hired by the EMPLOYER the Project be District residents which will include the following documentation:
 - a. Documentation supporting EMPLOYERS good faith effort to comply;
 - b. Referrals provided by DOES and other referral sources; and
 - c. Advertisement of job openings listed with DOES and other referral sources.
- F. The DOES may waive the requirement that 51% of the new employees hired by the EMPLOYER for the Project be District residents, if DOES finds that:
1. A good faith effort to comply is demonstrated by the EMPLOYER; or
 2. The EMPLOYER is located outside the Washington Standard Metropolitan Statistical Area and none of the contract work is performed inside the Washington Standard Metropolitan Statistical Area:

The Washington Standard Metropolitan Statistical Area includes the District of Columbia, the Virginia Cities of Alexandria, Falls Church, Manassas, Manassas Park, Fairfax, and Fredericksburg; the Virginia Counties of Fairfax, Arlington, Prince William, Loudoun, Stafford, Clarke, Warren, Fauquier, Culpeper, Spotsylvania, and King George; the Maryland Counties of Montgomery, Prince Georges, Charles, Frederick, and Calvert; and the West Virginia Counties of Berkeley and Jefferson.
 3. The EMPLOYER enters into a special workforce development training or placement arrangement with DOES; or
 4. DOES certifies that there are insufficient numbers of District residents in the labor market possessing the skills required by the EMPLOYER for the positions created as a result of the Project. No failure by Employer to request a waiver under any other provision hereunder shall be considered relevant to a requested waiver under this Subsection.
- G. Willful breach of the First Source Employment Agreement by the EMPLOYER, failure to submit the Contract Compliance Report, or deliberate submission of falsified data, may be enforced by the DOES through imposition of penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract for the positions created by EMPLOYER.
- H. The parties acknowledge that the provisions of E and F of Article VIII apply only to First Source hiring.
- I. Nonprofit organizations with 50 or less employees are exempt from the requirement that 51% of the new employees hired by the EMPLOYER on the Project be District residents.

- J. The EMPLOYER and DOES, or such other agent as DOES may designate, may mutually agree to modify this Agreement.
- K. The EMPLOYER's noncompliance with the provisions of this Agreement may result in termination.

IX. LOCAL, SMALL, DISADVANTAGES BUSINESS ENTERPRISE

- A. Is your firm a certified Local, Small, Disadvantaged Business Enterprise (LSDBE)?
 YES NO

If yes, certification number: _____

X. APPRENTICESHIP PROGRAM

- A. Do you have a registered Apprenticeship program with the D.C. Apprenticeship Council? YES NO

If yes, D.C. Apprenticeship Council Registration Number: _____

XI. SUBCONTRACTOR

- A. Is your firm a subcontractor on this project? YES NO

If yes, name of prime contractor: _____

Dated this _____ day of _____ 20_____

Signature Dept. of Employment Services

Signature of Employer

Name of Company

Address

Telephone

E-mail

EMPLOYMENT PLAN

NAME OF EMPLOYER: _____

ADDRESS OF EMPLOYER: _____

TELEPHONE NUMBER: _____ FEDERAL IDENTIFICATION NO.: _____

CONTACT PERSON: _____ TITLE: _____

E-MAIL: _____ TYPE OF BUSINESS: _____

DISTRICT CONTRACTING AGENCY: _____

CONTRACTING OFFICER: _____ TELEPHONE NUMBER: _____

TYPE OF PROJECT: _____ CONTRACT AMOUNT: _____

EMPLOYER CONTRACT AMOUNT: _____

PROJECT START DATE: _____ PROJECT END DATE: _____

EMPLOYER START DATE: _____ EMPLOYER END DATE: _____

NEW JOB CREATION PROJECTIONS: Please indicate ALL new position(s) your firm will create as a result of the Project. If the firm WILL NOT be creating any new employment opportunities, please complete the attached justification sheet with an explanation. Attach additional sheets as needed.

JOB TITLE	# OF JOBS		SALARY RANGE	UNION MEMBERSHIP REQUIRED NAME LOCAL#	PROJECTED HIRE DATE
	F/T	P/T			
A					
B					
C					
D					
E					
F					
G					
H					
I					
J					
K					

JUSTIFICATION SHEET: Please provide a detailed explanation of why the Employer will not have any new hires on the Project.

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed explanation of why the Employer will not have any new hires on the Project.

ATTACHMENT J.5

**Way to Work Amendment Act of 2010 - Living Wage Notice
available at www.ocp.dc.gov click on "Solicitation Attachments"**



LIVING WAGE ACT FACT SHEET

The “Living Wage Act of 2006,” Title I of D.C. Law 16-18, (D.C. Official Code §§2-220.01-.11) became effective June 9, 2006. It provides that District of Columbia government contractors and recipients of government assistance (grants, loans, tax increment financing) in the amount of \$100,000 or more shall pay affiliated employees wages no less than the current living wage rate.

Effective January 1, 2015, the living wage rate is \$13.80 per hour.

Subcontractors of D.C. government contractors who receive \$15,000 or more from the contract and subcontractors of the recipients of government assistance who receive \$50,000 or more from the assistance are also required to pay their affiliated employees no less than the current living wage rate.

“Affiliated employee” means any individual employed by a recipient who receives compensation directly from government assistance or a contract with the District of Columbia government, including any employee of a contractor or subcontractor of a recipient who performs services pursuant to government assistance or a contract. The term “affiliated employee” does not include those individuals who perform only intermittent or incidental services with respect to the government assistance or contract, or who are otherwise employed by the contractor, recipient or subcontractor.

Exemptions – The following contracts and agreements are exempt from the Living Wage Act:

1. Contracts or other agreements that are subject to higher wage level determinations required by federal law (i.e., if a contract is subject to the Service Contract Act and certain wage rates are lower than the District’s current living wage, the contractor must pay the higher of the two rates);
2. Existing and future collective bargaining agreements, provided that the future collective bargaining agreement results in the employee being paid no less than the current living wage;
3. Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
4. Contracts for services needed immediately to prevent or respond to a disaster or imminent threat to public health or safety declared by the Mayor;
5. Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services, provided that the trainees do not replace employees subject to the Living Wage Act;
6. An employee, under 22 years of age, employed during a school vacation period, or enrolled as full-time student, as defined by the respective institution, who is in high school or at an accredited

institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act;

7. Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District of Columbia;
8. Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to Section 501 (c) (3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26. U.S.C. §501(c)(3));
9. Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for persons with intellectual disabilities as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code §44-501); provided however, that a home care agency, a community residence facility, or a group home for persons with intellectual disabilities shall not be required to pay a living wage until implementing regulations are published in the D.C. Register and any necessary state plan amendments are approved; and
10. Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

Enforcement

The Department of Employment Services (DOES) and the D.C. Office of Contracting and Procurement (OCP) share monitoring responsibilities.

If you learn that a contractor subject to this law is not paying at least the current living wage you should report it to the Contracting Officer.

If you believe that your employer is subject to this law and is not paying you at least the current living wage, you may file a complaint with the DOES Office of Wage – Hour, located at 4058 Minnesota Avenue, NE, Fourth Floor, Washington, DC 20019, call (202) 671-1880, or file your claim on-line: does.dc.gov. Go to “File a Claim” tab.

For questions and additional information, contact the Office of Contracting and Procurement at (202) 727-0252 or the Department of Employment Services on (202) 671-1880.

Please note: *This fact sheet is for informational purposes only as required by Section 106 of the Living Wage Act. It should not be relied on as a definitive statement of the Living Wage Act or any regulations adopted pursuant to the law.*

“THE LIVING WAGE ACT OF 2006”

Title I, D.C. Law No. 16-118, (D.C. Official Code §§ 2-220.01-.11)

Recipients of new contracts or government assistance shall pay affiliated employees and subcontractors who perform services under the contracts no less than the current living wage.

Effective January 1, 2015, the living wage rate is \$13.80.

The requirement to pay a living wage applies to:

- All recipients of contracts in the amount of \$100,000 or more; and, all subcontractors of these recipients receiving \$15,000 or more from the funds received by the recipient from the District of Columbia, and,
- All recipients of government assistance in the amount of \$100,000 or more; and, all subcontractors of these recipients of government assistance receiving \$50,000 or more in funds from government assistance received from the District of Columbia.

“Contract” means a written agreement between a recipient and the District government.

“Government assistance” means a grant, loan or tax increment financing that result in a financial benefit from an agency, commission, instrumentality, or other entity of the District government.

“Affiliated employee” means any individual employed by a recipient who received compensation directly from government assistance or a contract with the District of Columbia government, including any employee of a contractor or subcontractor of a recipient who performs services pursuant to government assistance or contract. The term “affiliated employee” does not include those individuals who perform only intermittent or incidental services with respect to the contract or government assistance or who are otherwise employed by the contractor, recipient or subcontractor.

Certain exceptions apply where contracts are subject to higher wage level determinations required by federal law; contracts delivered by regulated utility; contracts for services needed immediately to prevent or respond to a disaster or imminent threat to the public health or safety declared by the Mayor; contracts awarded to recipients that provide trainees with additional services provided the trainee does not replace employees; tenants or retail establishments that occupy property constructed or improved by government assistance, provided there is no receipt of direct District government assistance; Medicaid provider agreements for direct care services to Medicaid recipients, however, a home care agency, a community residential facility or a group home for persons with intellectual disabilities shall not be required to pay a living wage until implementing regulations are published in the D.C. Register and any necessary state plan amendments are approved; and contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

Exemptions are provided for employees under 22 years of age employed during a school vacation period, or enrolled as a full-time student who works less than 25 hours per week, and for employees of nonprofit organizations that employ not more than 50 individuals.

Each recipient and subcontractor of a recipient shall provide this notice to each affiliate employee covered by this notice, and shall also post this notice in a conspicuous site in its place of business.

All recipients and subcontractors shall retain payroll records created and maintained in the regular course of business under District of Columbia law for a period of at least 3 years.

For the complete text of the Living Wage Act of 2006 go to D.C. Official Code §§ 2-220.01-.11

To file a claim, visit: Department of Employment Services , Office of Wage-Hour, 4058 Minnesota Avenue, NE, Fourth Floor, Washington, D.C. 20019; call: (202) 671-1880; or file your claim on-line: does.dc.gov. Go to “File a Claim” tab.

ATTACHMENT J.6
” Applicable Documents”

**SECTION J.6
APPLICABLE DOCUMENTS**

The performance of Consolidated Maintenance Services under this Statement of Work (SOW) shall be carried out in a safe and legal manner. The Contractor shall comply with the most recent versions and any future revisions of all applicable standard industry practices, federal and District laws, Court Orders, regulations, and policies and procedures including but not limited to the Occupational Safety and Health Act (OSHA) and applicable documents listed in Section J.6 :

Item #	Document Type	Title	Version/ Date
1	U.S. Law	Environmental Protection Agency (EPA) 42 USC sections 6901-6976 Hazardous Substances and Waste http://www.epa.gov	Most Recent
2	Federal Regulations	Environmental Protection Agency (EPA) Clean Air Act of 1990 http://www.epa.gov/air/caa/	Most Recent
3	Federal Regulations	EPA Level IV (universal) certification	Most Recent
4	Federal Regulations	U.S. Department of Labor Occupational Safety and Health Administration 29 CFR, Part 1910, Subparts A-P http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title29/29cfr1910_main_02.tpl	2003 Ed.

Item #	Document Type	Title	Version/ Date
5	Federal Regulations	U.S. Department of Labor Occupational Safety and Health Administration 29 CFR, Part 1926, www.osha.gov	Most Recent
6	Federal Regulations	40 CFR, Parts 260, 261, 264, 265, 268, 270, and 273 Protection of Environment Environmental Protection Agency http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?tpl=/ecfrbrowse/Title40/40tab_02.tpl	Most Recent
7	Federal Regulations	41 CFR, Part 101-120 Public Contracts and Property Management Subtitle C--Federal Property Management Regulations System Management of Buildings and Grounds http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title41/41tab_02.tpl	July 1990
8	Federal Regulations	National Emission Standards for Hazardous Air Pollutants http://www.epa.gov/compliance/monitoring/programs/caa/neshaps.html	Latest Version
9	Federal Regulation	Energy Policy Act of 2005 http://en.wikipedia.org/wiki/Energy_Policy_Act_of_2005	1992 and 2005
10	Executive Order	Executive Order 13101 Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition http://www.epa.gov/epp/pubs/13101.pdf	1998
11	Accredited Specs and Standards	International Building Code (IBC) http://www.iccsafe.org/Store/Pages/Product.aspx?id=3000X12	2006
12	D.C. Code	DC Construction Codes http://dcra.dc.gov/DC/DCRA/Permits/Construction+Codes	Most Recent
13	D.C. Code	D.C. Official Code, sections 10-1001-1005 Parks, Public Buildings, Grounds and Space	2001 Ed., 2005 Supp.
14	D.C. Law	The Clean and Affordable Energy Act http://bcap-energy.org/files/DC_Clean_Affordable_Energy_Act_2008.pdf	2008

Item #	Document Type	Title	Version/ Date
15	DCMR	DC Solid Waste and Multi-Materials Management http://os.dc.gov/os/lib/os/info/odai/title_21/title21_chapter20.pdf	1998
16	D.C. Web Site	Department of Consumer and Regulatory Administration (DCRA) Building and Land Regulation Administration (BLRA) http://dcra.dc.gov/DCRA	Most Recent
17	D.C. Web Site	District of Columbia/Pearson Vue Licensing http://www.contractors-license.org/dc/DistofColumbia.html	Most Recent
18	DC Water	Washington Suburban Sanitary Commission http://www.wsscwater.com/home/jsp/home.faces	Most Recent
19	D.C. Web Site	Department of General Services http://dgs.dc.gov/DC/DGS	Most Recent
20	Accredited Specs and Standards	InterNational Electrical Testing Association (NETA) www.netaworld.org/	2009
21	Accredited Specs and Standards	Leadership in Energy and Environmental Design (LEED) http://www.usgbc.org/DisplayPage.aspx?CategoryID=19	Most Recent
22	DC Policy	OCP Directive 1303.00, dated October 1, 2003, entitled "Environmentally Preferable Purchasing."	Most Recent
23	Accredited Specs and Standards	National Fire Protection Association (NFPA) Recommended Practice for Electrical Equipment Maintenance NFPA 70B, 72, 25 www.nfpa.org/catalog	Most Recent
24	Accredited Specs and Standards	NFPA 30, Flammable and Combustible Liquids Code http://www.nfpa.org/aboutthecodes/AboutTheCodes.asp?DocNum=30&cookie%5Ftest=1	Most Recent
25	Accredited Specs and Standards	National Institute Certification of Engineering Technologies http://www.nicet.org/	Most Recent

Item #	Document Type	Title	Version/ Date
26	Accredited Specs and Standards	The National Board Inspection Code Chapter 2 Inspection of Boiler and Pressure Vessels http://www.nationalboard.org/index.aspx%3FpageID%3D4	Most Recent
27	Accredited Specs and Standards	Construction Specifics Institute (CSI) www.csinet.org	Most Recent
28	Accredited Specs and Standards	Public Buildings Maintenance Guides and Time Standards http://www.eng-tips.com/viewthread.cfm?qid=170003	January 1995
29	Accredited Specs and Standards	International Code Council (ICC) http://www.ihs.com/products/industry-standards/organizations/icc/index.aspx	Most Recent
30	Accredited Specs and Standards	American National Standard Institute (ANSI) 2245.1 http://www.ansi.org	Latest Version
31	Accredited Specs and Standards	American National Standards Institute/American Society of Heating, Refrigeration, and Air Conditioning Equipment (ANSI/ASHRAE) Standards 55 and 62 http://www.ashrae.org/technology/page/132	Most Recent
32	Accredited Specs and Standards	American Society of Mechanical Engineers with addendum's Safety Code for Elevators and Escalators AMCE A.17.1 http://www.petroblogger.com/2009/12/descargar-las-normas-asme-gratis.html	1990 Edition
33	Accredited Specs and Standards	National Electrical Code (NEC) http://www.electricfind.com/code.htm	2005
34	Accredited Specs and Standards	Elevator Industry Field Employees' Safety Handbook http://safety.elevatorworld.com/pdf/WHAT'S_NEW_S_H10.pdf	Most Recent
35	Accredited Specs and Standards	Building Official Code Administration (BOCA) http://www.ihs.com/products/industry-standards/organizations/icc/index.aspx	Most Recent
36	Accredited Specs and Standards	American Society for Testing Materials (ASTM) http://www.astm.org/Standard/index.shtml	Most Recent
37	Accredited Specs and Standards	Institute of Electrical and Electronics Engineers (IEEE) http://www.ieee.org/index.html	Most Recent

Item #	Document Type	Title	Version/Date
38	Accredited Specs and Standards	Carpet and Rug Institute (CRI) Green Label Program http://www.carpet-rug.org/commercial-customers/green-building-and-the-environment/green-label-plus/	Most Recent
39	Accredited Specs and Standards	Carpet and Rug Institute Bronze Seal of Approval http://www.carpet-rug.org/residential-customers/cleaning-and-maintenance/seal-of-approval-products/vacuums.cfm	Most Recent
40	Accredited Specs and Standards	Integrated Plant Nutrition Management http://scialert.net/abstract/?doi=jss.2011.19.24	Most Recent
41	Accredited Specs and Standards	Green Seal http://www.greenseal.org/	Most Recent
42	D.C. Code	D.C. Code, Title 10 Parks, Public Buildings and Grounds http://dccode.westgroup.com/search/default.wl?DB-DC-ST-WEB&RS=WLW2.07&VR=J.0	2001
43	D.C. Municipal Regulations	District of Columbia Municipal Regulations (DCMR) Title 19 Amusements, Parks, and Recreation Chapter 7 -Department of Parks and Recreation http://dcode.westgroup.com/search/default.wl?DB-DC-ST-WEB&RS=WLW2.07&VR=1.0 Chapter II Recreational Use of Public Land http://www.amlegal.com/nxt/gateway.dll/title%2019/chapter00011.htm?f=templates\$fn=main-nf.htm\$3.0#JDChapter11	Most Recent
44	Industry Association	American Nursery and Landscape Association Industry Standards and Practices www.ania.org	Most Recent
45	Industry Association	American Seed Trade Association Industry Standards and Practices www.amseed.com	Most Recent
46	Industry Standards	American National Standards Institute (ANSI) Standard Specification ASTM Standards on Irrigation Systems http://webstore.ansi.org/ansidocstore/product.asp?sku=ASTM+F2223%2D04	Most Recent
47	Federal Law	U. S. Department of Justice American with Disabilities Act www.ada.gov	Most Recent

ATTACHMENT J.7

Tax Certification Affidavit

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer
Office of Tax and Revenue



TAX CERTIFICATION AFFIDAVIT

THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.

Date

Name of Organization/Entity
Business Address (include zip code)
Business Phone Number(s)

Principal Officer Name and Title
Square and Lot Information
Federal Identification Number
Contract Number
Unemployment Insurance Account No.

"I hereby authorize the District of Columbia, Office of the Chief Financial Officer, Office of Tax and Revenue; consent to release my tax information to an authorized representative of the District of Columbia agency from which I am seeking to enter into a contractual relationship. I understand that the information released under this consent will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations as of the date found on the government request. I understand that this information is to be used solely for the purpose of determining my eligibility to enter into a contractual relationship with a District of Columbia agency. I further authorize that this consent be valid for one year from the date of this authorization."

I hereby certify that I am in compliance with the applicable tax filing and payment requirements of the District of Columbia.

The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities. The penalty for making false statements is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code § 47-4106.

Signature of Authorizing Agent

Title

ATTACHMENT J.8

Cost/Price Certification and Data Package
available at www.ocp.dc.gov click on "Solicitation Attachments"



COST / PRICE DISCLOSURE CERTIFICATION

RFP Number: _____ Closing Date: _____

Caption: _____ Total Proposed Amount: _____

The undersigned _____

(please print name and title of offeror's authorized signatory) hereby certifies that, to the best of my knowledge, the cost and pricing data (i.e. at the time of price agreement this certification represents all material facts which prudent buyers and sellers would reasonably expect to affect price negotiations in any significant manner) submitted is accurate, complete, and current as of _____ (date of RFP closing or conclusion of negotiations as appropriate).

The undersigned further agrees that it is under a continuing duty to update cost or pricing data through the date that negotiations, if any, with the District are completed. The undersigned further agrees that the price, including profit or fee, will be adjusted to exclude any significant price increases occurring because the cost or pricing data was inaccurate, incomplete or not current. (See D.C. Procurement Regulations, 27 DCMR, Chapter 16, §1642, Chapter 24, §2405 and Chapter 33; and Section 25 of the Standard Contract Provisions for Use with District of Columbia Government Supply and Services Contracts, dated July, 2010).

Signed: _____ Date: _____

Title: _____

Company: _____

Address: _____

DUNS #: _____

Phone: _____

Fax: _____

ATTACHMENT J.9

**Building Information for the Unified Communications Center and Public Safety
Communications Center**

BUILDING DESCRIPTION

1. UCC and PSCC– 2720 Martin Luther King, Jr. Avenue, SE and West McMillan Dr. Campus NW (310/320, 280 & 350 McMillan Dr. NW)

OVERVIEW

The Unified Communications Center (UCC) and the Public Safety Communications Center (PSCC) are interdependent sites critical to the District's emergency response services. The PSCC not only houses the auxiliary 911 call center but is the primary router/node for all 911/311 calls directed to the UCC. As a result, the UCC 911/311 call center is completely dependent on the continued operation of PSCC critical systems and redundancy for its mission. In addition, the PSCC supports all Police radio communication within the District.

UCC

A. BACKGROUND

The Unified Communications Center (UCC) consists of a variable-height reinforced concrete and structural steel framed combined security and communications center for all of the Washington, DC 911 and 311 calls, as well as a central command and control center for various federal agencies such as DHS, FBI and Secret Service during major events such as Presidential inaugurations.

As well as providing unified communications for the District of Columbia emergency services and federal agencies, the Property also houses the offices of the Homeland Security Emergency Management Agency (DHS-EMA), administrative offices of the District of Columbia Office of Unified Communication (OUC) and the offices and one network operations center (NOC) for the District of Columbia Office of the Chief Technology Officer. At the Property, the OUC maintains a permanent, 24-hour armed security staff and the building operations and management are monitored and controlled by on-site District of Columbia Department of Real Estate Services managers and contract engineers.

The Property includes the main emergency call center, a District-wide interagency secure communications and command center, offices, security staff offices and weapons lockers, a two-level attached), a cafeteria, fitness area, secure MPD evidence storage, data and server rooms, mechanical, electrical and plumbing spaces, engineering offices, storage areas and support spaces.

The Property is accessed by a main entrance located on the South side of the Property accessed from an entrance on Martin Luther King, Jr., Avenue (visitors and non-employees). A secondary staff entrance is located on the South-East side of the Property. An entrance connected to the main UCC building by a covered walkway and a secondary, at-grade entrance on the North side provide access to the. Additional emergency egress doors are provided on the South and East sides of the Property.

The Property is of construction type 2A and is contained upon a site of approximately 11.8 acres (513,974 gross square feet). The Property is bounded by Martin Luther King, Jr.,

Avenue on the West side and by Suitland Parkway on the east side and by the East Campus of the former St. Elizabeth's Hospital to the South. The Property is a stand-alone structure with designated on-site parking. The Property was constructed by the District of Columbia Office of the Chief Technology Officer in 2005 and opened in 2006 and is managed by the District of Columbia Department of Real Estate Services The Property contains a measured gross floor area of 149,285 gross square feet.

The Property is served by bus stops located on Martin Luther King, Jr., Avenue, SE, and by the Anacostia and Congress Heights Metrorail stations located approximately 0.5 miles to the North-West and 0.8 miles to the South-East respectively.

B. DESIGNATED FURNISHED SPACE

<u>Floor</u>	<u>Room #/ Location</u>
B2	B-208 Admin & Engineer Office
B2	B-209 Engineer equipment area
B2	B-204 Janitorial Room

PLUS JANITORIAL CLOSETS THROUGHOUT THE BUILDING

C. BUILDING STATISTICS

Area: **149,285 gross square feet**

Stairways: **Three (3) fire rated**

Passenger Elevators: **Three (3)**

Loading Area: **One (1)**

D. EQUIPMENT DESCRIPTIONS

Equipment provided at the Property include security equipment (card readers, X-ray machines, weapons lockers, CCTV monitoring stations), office equipment, fitness center equipment, children's play equipment, data and communications equipment, office equipment, a small staff kitchen located off the cafeteria and a small laundry in the CDC.

Furnishings provided at the Property include office furniture and tables and chairs. Furniture in the call center includes emergency call-taker workstations equipped with large screen interactive computer monitors and several large, wall-mounted projection screens. Furnishings in the secure command and control center included office furniture and equipment as well as several pieces of classified inter-agency telecom, audiovisual and data control furnishings and equipment.

Note: All furnishings are the property of occupying tenant agencies OUC, HSEMA, and OCTO.

E. AREAS REQUIRING SPECIAL ATTENTION

Entrances and Lobbies: Entrances and lobbies are high visibility areas and therefore, the Contractor shall give special attention to these areas. The custodial services provided must be of the highest quality and policed at a frequency to maintain a clean appearance at all times.

911 Call Center and Bathrooms: Due to the 24/7 operation of the call center and its large size custodial and engineering staff must pay special to this area of the first floor. The corresponding bathrooms are also male and female locker rooms leading to a fitness center. Both of these bathrooms require increased coverage because of their constant and concentrated use by both Call Center staff and visitors. In addition the porous Epoxy floors of these bathrooms must be power-washed at least twice a month due to how quickly they accumulate dirt.

Executive Spaces: Due to the high visibility and professional functions in these areas, the custodial services provided must be of the highest quality. These areas shall be completely free from removable dirt, dust, soil substances, stains, or marks.

Stairwells: Shall be maintained like all other common areas of the facility, clean and free of smudges, dust, dirt, and removable soil substances. Stairwells (landings and steps) shall be mopped as needed to maintain the required appearance.

F. OTHER PERTINENT INFORMATION

Parts List

The Contractor shall provide and maintain sufficient parts and supplies at the building to correct all service calls within the prescribed time limits.

Contractor shall provide this list of inventory items to the COTR as defined in the contract.

All parts and supplies used to complete repairs shall be new and comparable to either the original equipment or the recommended manufacturer's replacement parts.

G. STAFFING

Property Operations Manager

Shall reside in the on-site office and be available Monday through Friday **8:30 AM THROUGH 5:00 PM, and after hours via mobile phone.**

Engineers

The UCC is a 24/7 Operation, requiring onsite engineering at all times divided into 3 shifts. All three shifts must be covered by one engineer possessing at least a valid 3rd Class Engineers license issued by the District of Columbia. **Note:** Engineers working 2nd and 3rd shifts will also be responsible for receiving, recording, and responding to service calls between the hours of 5pm and 8:30am.

Administrative Staffing

The Contractor shall be responsible for providing the appropriate additional administrative staffing to directly receive, *accurately* record, and monitor the performance of all service calls, including service calls that are re-classified to a repair.

Administrative Staffing shall be on site Monday through Friday between **8:30am and 5:00 pm.**

Property Operations Manager

Shall reside in an office within the District of Columbia and be available Monday through Friday **8:30 AM THROUGH 5:00 PM, and after hours via mobile phone.**

Chief Engineer

The on-site Chief Engineer shall possess at least a valid 3rd Class Engineers license issued by the District of Columbia.

Administrative Staffing

The Contractor shall be responsible for providing the appropriate additional administrative staffing to directly receive, *accurately* record, and monitor the performance of all service calls, including service calls that are re-classified to a repair.

5. UCC and CDC Annex – 2720 Martin Luther King, Jr. Avenue, SE

A. BACKGROUND

The Unified Communications Center (UCC) consists of a variable-height reinforced concrete and structural steel framed combined security and communications center for all of the Washington, DC 911 and 311 calls, as well as a central command and control center for various federal agencies such as DHS, FBI and Secret Service during major events such as Presidential inaugurations.

As well as providing unified communications for the District of Columbia emergency services and federal agencies, the Property also provides secure evidence storage for MPD and also houses the offices of the Homeland Security Emergency Management Agency (DHS-EMA), administrative offices of the District of Columbia Office of Unified Communication (OUC) and the offices and one network operations center (NOC) for the District of Columbia Office of the Chief Technology Officer. At the Property, the OUC maintains a permanent, 24-hour armed security staff and the building operations and management are monitored and controlled by on-site District of Columbia Department of Real Estate Services managers and contract engineers.

The Property includes the main emergency call center, a District-wide interagency secure communications and command center, offices, security staff offices and weapons lockers, a two-level attached child development center (CDC), a cafeteria, fitness area, secure MPD evidence storage, data and server rooms, mechanical, electrical and plumbing spaces, engineering offices, storage areas and support spaces.

The Property is accessed by a main entrance located on the South side of the Property accessed from an entrance on Martin Luther King, Jr., Avenue (visitors and non-employees). A secondary staff entrance is located on the South-East side of the Property. An entrance connected to the main UCC building by a covered walkway and a secondary, at-grade entrance on the North side provide access to the Child Development Center. Additional emergency egress doors are provided on the South and East sides of the Property.

The Property is of construction type 2A and is contained upon a site of approximately 11.8 acres (513,974 gross square feet). The Property is bounded by Martin Luther King, Jr., Avenue on the West side and by Suitland Parkway on the east side and by the East Campus of the former St. Elizabeth's Hospital to the South. The Property is a stand-alone structure with designated on-site

parking. The Property was constructed by the District of Columbia Office of the Chief Technology Officer in 2005 and opened in 2006 and is managed by the District of Columbia Department of Real Estate Services. The Property contains a measured gross floor area of 149,285 gross square feet.

The Property is served by bus stops located on Martin Luther King, Jr., Avenue, SE, and by the Anacostia and Congress Heights Metrorail stations located approximately 0.5 miles to the North-West and 0.8 miles to the South-East respectively.

B. DESIGNATED FURNISHED SPACE

<u>Floor</u>	<u>Room #/ Location</u>
B2	B-208 Admin & Engineer Office
B2	B-209 Engineer equipment area
B2	B-204 Janitorial Room

PLUS JANITORIAL CLOSETS THROUGHOUT THE BUILDING

C. BUILDING STATISTICS

Area: **149,285 gross square feet**
Stairways: **Three (3) fire rated**
Passenger Elevators: **Three (3)**
Loading Area: **One (1)**

D. EQUIPMENT DESCRIPTIONS

Equipment provided at the Property include security equipment (card readers, X-ray machines, weapons lockers, CCTV monitoring stations), office equipment, fitness center equipment, children's play equipment, data and communications equipment, office equipment, a small staff kitchen located off the cafeteria and a small laundry in the CDC.

Furnishings provided at the Property include office furniture and tables and chairs. Furniture in the call center includes emergency call-taker workstations equipped with large screen interactive computer monitors and several large, wall-mounted projection screens. Furnishings in the secure command and control center included office furniture and equipment as well as several pieces of classified inter-agency telecom, audiovisual and data control furnishings and equipment.

Note: All furnishings are the property of occupying tenant agencies OUC, HSEMA, and OCTO.

E. AREAS REQUIRING SPECIAL ATTENTION

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911 Call Center and Bathrooms: Due to the 24/7 operation of the call center and its large size custodial and engineering staff must pay special to this area of the first floor. The corresponding bathrooms are also male and female locker rooms leading to a fitness center. Both of these bathrooms require increased coverage because of their constant and concentrated use by both

Call Center staff and visitors. In addition the porous Epoxy floors of these bathrooms must be power-washed at least twice a month due to how quickly they accumulate dirt.

Executive Spaces: Due to the high visibility and professional functions in these areas, the custodial services provided must be of the highest quality. These areas shall be completely free from removable dirt, dust, soil substances, stains, or marks.

Stairwells: Shall be maintained like all other common areas of the facility, clean and free of smudges, dust, dirt, and removable soil substances. Stairwells (landings and steps) shall be mopped as needed to maintain the required appearance.

F. OTHER PERTINENT INFORMATION

Parts List

The Contractor shall provide and maintain sufficient parts and supplies at the building to correct all service calls within the prescribed time limits.

Contractor shall provide this list of inventory items to the COTR as defined in the contract.

All parts and supplies used to complete repairs shall be new and comparable to either the original equipment or the recommended manufacturer's replacement parts.

G. STAFFING

Property Operations Manager

Shall reside in the on-site office and be available Monday through Friday **8:30 AM THROUGH 5:00 PM, and after hours via mobile phone.**

Engineers

The UCC is a 24/7 Operation, requiring onsite engineering at all times divided into 3 shifts. All three shifts must be covered by one engineer possessing at least a valid 3rd Class Engineers license issued by the District of Columbia. **Note:** Engineers working 2nd and 3rd shifts will also be responsible for receiving, recording, and responding to service calls between the hours of 5pm and 8:30am.

Administrative Staffing

The Contractor shall be responsible for providing the appropriate additional administrative staffing to directly receive, *accurately* record, and monitor the performance of all service calls, including service calls that are re-classified to a repair.

Administrative Staffing shall be on site Monday through Friday between **8:30am and 5:00 pm.**

ATTACHMENT J.10

Major Equipment List

EQUIPMENT INVENTORY LIST

J.1.5 Equipment Inventory List

Equipment ID	Description of Equipment	Location	GSA Guide NO.
A/C 30 TON UNIT	A/C, Comfort Cool. 10 tons & under	CDC-Roof	A-5
	A/C Comfort Cool. 10 tons & under	CDC-Roof	A-6
	Air Cooled Condenser	CDC-Roof	A-9
	Heat Pump (5 tons and under)	Guard Booth	A-10
	Air Handler (under 5000 cfm)		A-11
	AHU-2	M-B39	
	AHU-3	M-B39	
	AHU-4	M-B39	
	AHU-5	M-B40	
	AHU-6	M-B236	
	AHU-8	M-B239	
	AHU-9	M-B45	
	AHU-10	M-B245	
	AHU-11	M-B245	
	AHU-12	M-B245	
	AHU-22	Elv.Mach Rm.	
	AHU-23	Elv.Mach Rm.	
	CAHU-6	Lower LVL.	
	CAHU-7	Lower LVL.	
	CAHU-8	Lower LVL.	
	CAHU-9	Lower LVL.	
	Air Handler (5001 to 15000 cfm)		A-11
	AHU-7	M-B239	
	AHU-13	M-B245	
	AHU-14	M-331	
	AHU-16	M-331	
	AHU-17	M-331	
	AHU-18	M-331	
	AHU-19	M-B239	
	AHU-20	M-331	
	AHU-21	M-B245	

	CAHU-3	Rm. 235	
	CAHU-4	Lower LVL.	
	CAHU-5	Lower LVL.	
	Air Handler (15001 to 30000 cfm)		A-11
	AHU-15	M-331	
	CAHU-1	Lower LVL.	
	CAHU-2	Lower LVL.	
	Ash Convey. Tube (Pneu. & Hydraul.)3yrs	Boiler Rm	A-24
	Boiler, 700 to 1000 MBTU's	Boiler Rm	
	Boiler, over 1000 MBTU's	Boiler Rm	
	Burner, gas	Boiler Rm	
	Burner, oil	Boiler Rm	
	Boiler Instruments/Controls	Boiler Rm	
	Remote Air Intake Dampers	Various	C-2
	Central Mini-computer, HVAC	Chiller Rm.	C-4
	Automatic Mixing Boxes	Chiller Rm.	C-5
	Controls, Central System, HVAC	B208	C-6
	Condensate or Vacuum Pump	B-236	C-7
	Central Control Panel	Chiller Rm.	C-8
	Cooling Tower, over 50 to 500 tons	Main Roof	C-9
	Drains, Roof, Gutter(per 100')* (Roof inspector will inspect drains- change in Frequency)	Roof	D-3
	Door, Hydraulic Operated		D-4
		Main Entrance	
		Visitors	
	Door, Main Entrance-CDC		D-5
		Main Entrance	
		2nd Fl. Ramp	
		Playground Ent.	
	Drains, Areaway, Driveway, Storm	Exterior	D-6
	Door, Manual Overhead	Loading dock	D-10
	Elevator, electric or Hydralic		E-1

		Main Bld	
		CDC	
	Induction Disc O.C. Relay	B-2	E-20
	Over/Under Voltage Relay	B-2	E-21
	L.V. Power Cir. Brk- less 50 Amp	B-2	E-27
	Switchboard (per cubicle) *	B-2	E-30
	Disconnects (per switch)	B-2	E-34
	Motor Control Center (includes motor Starters under 100 HP)	B-2	E-35
	Automatic Transfer Switch	B-2	E-36
	Supervision Set	B-2	E-39
	Emergency Generator, Elec. or Gas	B-213	E-40
	Emergency Gen., Elec. or Diesel	B-213	E-41
	Emergency Generator, Electric *Note Contract requires 30 min wkly)	B-213	E-42
	Emergency Generator, Electric	B-214	E-42A
	UPS System (check Batteries)	B-210-212	E-46
	UPS System	B-210-212	E-46A
	UPS System	B-210-212	E-46B
	Electrostatic Precipitation	Boiler Rm	E-47
	Motor Starter, 5 hp to less than 100 HP and less than 600 volts (formerly E-35A)	B-2	E-51
	LV, Dry Type Xformer (30KVA and up, 600volts or less) every three (3) years	B-2	E-57
	Alarm Check Valves & access.	Rm 204	F-1
		CDC	
	Fire Post Indicator Valve	Exterior	F-3
	Fire Control Valve (>4")	B-202	F-4
		CDC	
	Fire Pump-Weekly	B-202	F-6
		CDC	

	Fire Pump	B-202	F-6A
		CDC	
	Fire Pump (motor driven)	B-202	F-7
	Fire Dept. Hose Connection	Various	F-9
	Fire Dept. Pumper Connections	Various	F-10
	Fire Doors - Swinging-Main Bldg		F-11
	3rd Floor	Roof-335	
		Roof-332	
	2nd Floor	Rm 204	
		Rm 236	
		Rm 241	
	1st Floor	Call Center	
		Rm 103	
		Rm 105	
	Basement	B-1	
	Fire Doors - Sliding	RM 236	F-12
	Fire Supervisory Signal	various	F-13
	Fire and Smoke Dampers *	AHU-Various	F-18
	Fire Hydrant	Exterior	F-19
	Sprinklr Head/1000 sqft of sp. area)		F-20
	Manhours Adjustment .10 to .02)	1st Floor	
		2nd Floor	
		3rd Floor	
		B-1	
		B-2	
	Fire Extinguisher Inspection		F-24
		1st Floor	
		2nd Floor	
		3rd Floor	
		B-1	
		B-2	
	Fire Extinguisher Testing	Various	F-25
	Centrifugal Fan (up to 5000 cfm)		F-27

	EF-1	W. Roof	
	EF-2	W. Roof	
	EF-3	W. Roof	
	EF-5	S. Roof	
	EF-7	S. Roof	
	EF-8	S. Roof	
	EF-9 (IDF)	Garage Roof	
	EF-10	S. Roof	
	EF-11	W. Roof	
	EF-12	CDC-Roof	
	EF-13	CDC-Roof	
	Centrifug. Fan (5001 to 10000 cfm)		F-27
	EF-4	S. Roof	
	EF-6	S. Roof	
	SF-1	S. Roof	
	SF-2	S. Roof	
	SF-3	S. Roof	
	Cafeteria Exhaust Hood, (Duct Sys.Per Feet of Duct Work - 5ft)	Cafeteria	F-39
	Fuel Oil Filter/Strainer	Boiler Rm	G-1
	Gates and Fences, Security & Access	Site Perimeter	G-3
	Hot Water Heater (gas)	B-202	H-2
	Hot Water Heater (electric)	CDC	H-3
	Heat Exchanger	B-236	H-4
	Heater, Fuel Oil Unit	CDC-adjacent	H-12
	Lawn Sprinklers (per nozzle)	Exterior	L-5
	Manhole, Electric	Exterior	M-1
	Manhole, Sewer	Exterior	M-2
	Motors		M-3
	Motors (1 to 7.5 hp)	AHU-Variou	M-3
	Motors (7.5 to 50 hp)	Pumps-Variou	M-3
	Motor Controller, 600V and above	B-2	M-10
	Pump, Centrifugal		P-4

	Pump, Centrifugal (1 to 25 hp)		P-4
	HWP-1	Boiler Rm	
	HWP-2	Boiler Rm	
	FOP-1	Boiler Rm	
	FOP-1	Boiler Rm	
	BP1-1	B-202	
	BP1-2	B-202	
	BP1-3	B-202	
	BP2-1	CDC	
	BP2-2	CDC	
	SP2-3 Submersible	CDC	
	SP-1	B-202	
	SP-2	B-202	
	IP-1 (Irrigation system)	B-202	
	BFWP-1 (Condensate/Feedwater)	Boiler Rm	
	USV-1 (Underground Storm Vault)	Storm Vault	
	USV-2 (Underground Storm Vault)	Storm Vault	
	Pump, Centrifugal (25 to 100 hp)		P-4
	PCHP-1	Chiller Plant	
	PCHP-2	Chiller Plant	
	PCHP-3	Chiller Plant	
	CP-1	Chiller Plant	
	CP-2	Chiller Plant	
	CP-3	Chiller Plant	
	SCHP-1	Chiller Plant	
	SCHP-2	Chiller Plant	
	SCHP-3	Chiller Plant	
	SCHP-4	Chiller Plant	
	JP-1	B-202	
	JP-2	B-202	
	Pump, Vacuum		P-6
	RCP-1	Chiller Plant	
	RCP-2	Chiller Plant	

	Refrig., Absorp. (up to 500 tons)	Chiller Plant	R-3
	Refrigeration (250 to 500 tons)	Chiller Plant	R-5
	Radiation, Baseboard/Convectors *	B-2 Stair well	R-9
		B-211	
	Sump Pump	Chiller Plant	S-7
		Manhole	
	Strainer, Bolted Flange Type		S-9
	Strainer (6 to 14 bolts)	Chiller Plant	S-9
	Strainer (over 14 to 34 bolts)	Chiller Plant	S-9
	Backwash Strainer	Cooling tower	S-15
	Tank, Water (YR 2008)		T-1
	Domestic storage Water Tank	B202-adjacent	
	BFWT-1 Boiler Feed Tank	Boiler Rm	
	HT-1 Hydro Pneumatic Tank	Boiler Rm	
	HT-2 Hydro Pneumatic Tank	Boiler Rm	
	HT-3 Hydro Pneumatic Tank-Irrigation	B-202	
	ET-1 Expansion Tank	Chiller Plant	
	ET-2 Expansion Tank	Chiller Plant	
	ET-3 Expansion Tank	Boiler Rm	
	Tank, Air		T-2
	AS-1 Air Separator Tank	Boiler Rm	
	AS-2 Air Separator Tank	Chiller Plant	
	Tank, Fuel Oil Storage *	South Lot	T-3
	Traps		T-8
	Traps (low pressure) *	Boiler Rm	T-8
	Unit Heater(steam/hot water)		U-1
	UH-1	Mech Rm	
	UH-2	Mech Rm	
	UH-3	Loading dock	
	UH-4	Garage	
	Valve, Safety	Boiler Rm	V-2
	Valve, Manual Operated	Chiller Plant	V-5
	Valve, Motor Operated	Chiller Plant	V-6

		Cooling tower	
	Valve, Backflow Preventer		V-9
	Valve, Backf. Prev. (up to 1-1/2")	Chiller Plant	V-9
	Valve, Bkf. Pre.(> 1-1/2"up to 2")	Chiller Plant	V-9
	Valve, Backf. Prev.(> 2" up to 3")	Cooling Tower	V-9
	Vacuum System, Centralized	B-240A	V-10
	Drinking Water Fountains	Various	W-1A
	Water Softener	Boiler Rm	W-3
	Filter, Water	Boiler Rm	W-4
	Water Treatment for Cooling Towers	Chiller Plant	W-8
	Water Treatment for Heating Systems	Boiler Rm	W-9
	Heater Unit, Electric		X-23
	EUH-1	B-213	
	EUH-2	Stair 3	
	EUH-3	Stair 1	
	EUH-4	Switchg. Rm	
	EUH-5	Elev. Lobby	
	EUH-6	B-202	
	EUH-7	Plumbing Rm.	
	Chemical Feeder		X-29
	Cooling Towers	Boiler Rm	
	Boilers	Chiller Plant	
	Parking Arm Gates	Guard Booth	X-32
	Other		
	Thermographic survey within 1st 6 months then every 2 years	Various	
	Pump Alignment- every two years after initial year	Various	
	Recalibration of Guages, Pneumatic systems, electronic Senors, -Estimated	Various	

	Computer Room Underfloor Cleaning-every three(3) years-Estimated hrs.	Computer Rm	
PDU	PDU ADDED E AND F	Computer Rm	
STS	STS ADDED E AND F	Computer Rm	
RCD	RCD ADDED E AND F	Computer Rm	
CAHU	TWO 30 TON ADDED	Computer Rm	
ROOF TOP UNITS	TWO 20 TON	ROOF	
	Unfired Pressure Vessel Testing	Boiler Rm	
	TOTALS		

ATTACHMENT J.11

Subcontracting Plan

Available at www.ocp.dc.gov click on "Solicitation Attachments"

SUBCONTRACTING PLAN

PRIME CONTRACTOR INFORMATION:	
Company: _____ Street Address: _____ City & Zip Code: : _____ Phone Number: _____ Fax: _____ Email Address: _____	Solicitation Number: _____ Contractor's Tax ID Number: _____ Caption of Plan: _____ _____ _____
Project Name: _____ Address: _____ _____ Project Descriptions: _____ _____ _____	Duration of the Plan: From _____ to _____ Total Prime Contract Value: \$ _____ Amount of Contract (excluding the cost of materials, goods, supplies and equipment) \$ _____ Amount of all Subcontracts: \$ _____ LSDBE Total: \$ _____ equals _____ % <div style="display: flex; justify-content: space-around; font-size: small;"> LSDBE Subcontract Value Percentage Set Aside </div>

(List each subcontractor at any tier that will be awarded a subcontract to meet your total set aside goal.)

SUBCONTRACTOR INFORMATION: (use continuation sheet for additional subcontracts)										
Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work						
Total Amount Set Aside: \$ _____ Percentage of Total Set Aside Amount : _____ % Tier: _____ 1st, 2nd, 3rd			Point of Contact: _____ Name (Print)							
LSDBE Certification Number: _____ Certification Status: (check all that apply) <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; font-size: x-small;"> <tr> <td style="width: 20px;">SBE:</td> <td style="width: 20px;">LBE:</td> <td style="width: 20px;">DBE:</td> <td style="width: 20px;">DZE:</td> <td style="width: 20px;">ROB:</td> <td style="width: 20px;">LRB:</td> </tr> </table>			SBE:	LBE:	DBE:	DZE:	ROB:	LRB:	Contact Telephone Number: _____ Fax Number: _____ Email Address: _____	
SBE:	LBE:	DBE:	DZE:	ROB:	LRB:					

CERTIFICATIONS

The prime contractor shall attach a **notarized** statement including the following:

- a. A **description of the efforts** the prime contractor will make to ensure that LBEs, DBEs, ROBs, SBEs, LRBs, or DZEs will have an equitable opportunity to compete for subcontracts;
- b. In all subcontracts that offer **further subcontracting opportunities**, assurances that the prime contractor will include a statement, approved by the contracting officer, that the subcontractor will adopt a subcontracting plan similar to the subcontracting plan required by the contract;
- c. **Assurances** that the prime contractor will cooperate in any studies or surveys that may be required by the contracting officer, and submit periodic reports, as requested by the contracting officer, to allow the District to determine the extent of **compliance** by the prime contractor with the subcontracting plan;
- d. Listing of the **type of records** the prime contractor will maintain to demonstrate procedures adopted to comply with the requirements set forth in the subcontracting plan, and include assurances that the prime contractor will make such records available for review upon the District's request; and
- e. A description of the prime contractor's recent **efforts to locate LBEs, DBEs, SBEs, DZEs, LRBs, and ROBs, and to award subcontracts to them.**

PERSON PREPARING THE SUBCONTRACTING PLAN:	
Name: _____ (Print) Telephone Number: () _____ - _____ Fax Number: () _____ - _____ Email Address: _____	Signature: _____ Title: _____ Date: _____

FOR CONTRACTING OFFICER USE ONLY

Date Plan Received by Contracting Officer: _____		
Report: <input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable	Contract Number: _____	
Name & Title of Contracting Officer _____	Signature _____	Date _____

(SUBCONTRACTORS LIST CONTINUED)

(List each subcontractor that will be awarded a subcontract to meet your total set aside goal.)

SUBCONTRACTOR INFORMATION: (use continuation sheet for additional subcontracts)										
Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work						
Total Amount Set Aside: \$ _____ Percentage of Total Set Aside Amount : _____ % Tier: _____ <small>1st, 2nd, 3rd</small> LSDBE Certification Number: _____ Certification Status: (check all that apply) <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>SBE:</td> <td>LBE:</td> <td>DBE:</td> <td>DZE:</td> <td>ROB:</td> <td>LRB:</td> </tr> </table>			SBE:	LBE:	DBE:	DZE:	ROB:	LRB:	Point of Contact: _____ <small>Name (Print)</small> Contact Telephone Number: _____ Fax Number: _____ Email Address: _____	
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SBE:	LBE:	DBE:	DZE:	ROB:	LRB:					

ATTACHMENT J.12

Past Performance Evaluation

PAST PERFORMANCE EVALUATION FORM
(Check appropriate box)

OFFEROR _____

Performance Elements	Excellent	Good	Acceptable	Poor	Unacceptable
Quality of Services/ Work					
Timeliness of Performance					
Cost Control					
Business Relations					
Customer Satisfaction					

1. Name and Title of Evaluator: _____
2. Signature of Evaluator: _____
3. Name of Organization: _____
4. Telephone Number of Evaluator: _____
E-mail address of Evaluator: _____
5. State type of service received: _____
6. State Contract Number, Amount and Period of Performance _____

7. Remarks on Excellent Performance: Provide data supporting this observation. Continue on separate sheet if needed)
8. Remarks on unacceptable performance: Provide data supporting this observation. (Continue on separate sheet if needed)

Please submit completed evaluation to jacqueline.harrison4@dc.gov

RATING GUIDELINES

Summarize Contractor performance in each of the rating areas. Assign each area a rating of 0 (Unacceptable), 1 (Poor), 2 (Acceptable), 3 (Good), 4(Excellent), or ++ (Plus). Use the following instructions a guidance in making these evaluations.

	Quality Product/Service	Cost Control	Timeless of Performance	Business Relations
	<ul style="list-style-type: none"> -Compliance with contract requirements -Accuracy of reports -Appropriateness of personnel -Technical excellence 	<ul style="list-style-type: none"> -Within budget (over/ under target costs) -Current, accurate, and complete billings -Relationship of negated costs to actual -Cost efficiencies -Change order issue 	<ul style="list-style-type: none"> -Meet Interim milestones -Reliable -Responsive to technical directions -Completed on time, including wrap-up and -contract administration -No liquidated damages assessed 	<ul style="list-style-type: none"> -Effective management -Businesslike correspondence -Responsive to contract requirements -Prompt notification of contract problems -Reasonable/cooperative -Flexible -Pro-active -effective contractor recommended solutions -Effective snail/small disadvantaged business Subcontracting program
0. Zero	Nonconformances are comprises the achievement of contract requirements, despite use of Agency resources	Cost issues are comprising performance of contract requirements.	Delays are comprising the achievement of contract requirements, Despite use of Agency resources.	Response to inquiries, technical/ service/administrative issues is not effective and responsive.
1. Unacceptable	Nonconformances require major Agency resources to ensure achievement of contract requirements.	Cost issues require major Agency resources to ensure achievement of contract requirements.	Delays require major Agency resources to ensure achievement of contract requirements.	response to inquiries, technical/ service/administrative issues is marginally effective and responsive.
2. Poor	Nonconformances require minor Agency resources to ensure achievement of contract requirements.	Costs issues require minor Agency resources to ensure achievement of contract requirements.	Delays require minor Agency resources to ensure achievement of contract requirements.	Responses to inquiries, technical/ service/administrative issues is somewhat effective and responsive.
3. Acceptable	Nonconformances do not impact achievement of contract requirements.	Cost issues do not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Responses to inquires, technical/ service/administrative issues is usually effective and responsive.
4. Good	There are no quality problems.	There are no cost issues.	There are not delays.	Responses to inquiries, technical/ service/administrative issues is effective and responsive,
5. Excellent	The contractor has demonstrated an exceptional performance level in some or all of the above categories.			