Attachment A
Form of Offer Letter and Bid Form

[Contractor's Letterhead]

[Insert Date]

District of Columbia Department of General Services
2000 14th Street, NW, 8th Floor
Washington, DC 20009

Attn: Mr. Christopher Weaver
Director/Chief Contracting Officer

Reference: Invitation for Bids (IFB)
DCAM-16-CS-0091 Department of Corrections Roof Replacement

Dear Mr. Weaver:

On behalf of [INSERT NAME OF OFFEROR] (the "Offeror"), I am pleased to submit this bid in response to the Department of General Services' (the "Department" or "DGS") Invitation for Bid (the "IFB") for Department of Corrections Roof Replacement. The Offeror has reviewed the IFB and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the "Bid Documents") and has conducted such due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary in order to submit its in response to the IFB. The Offeror's Bid and the Lump Sum Price (as defined in paragraph A) 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 are referred to as the "Offeror's Bid".)

The Offeror's Bid is as follows:

CLIN	DESCRIPTION	TOTAL LUMP SUM PRICE
0001	Department of Corrections Roof Replacement	$_____
Total Lump Sum Price		

TOTAL LUMP SUM PRICE IN WORDS:

_____

SCHEDULE OF UNIT PRICING

Offerors shall submit unit pricing for the following item. Unit pricing shall be valid for the complete duration of the project:

ADD ALT	ITEM DESCRIPTION	UNIT QUANTITY	UNIT PRICE
001	Add Alternate #1 Removal and replacement of identified building sealant joints	Linear Foot	$

The Offeror, for CLIN 0001, must submit for each of the components of work (Divisions) listed on the Price Breakdown Form (Exhibit 1), the price of each Division Component. The sum of all the prices for each Division Component and the sum of each Phase must equal the Lump Sum Price for CLIN 0001. In the event of discrepancies between or among the Lump Sum Price and the Price Breakdown of each Division Component, the Lump Sum Price shall control.

The Offeror acknowledges and understands that the Lump Sum Price is a firm, fixed price and intended to be Offeror's sole compensation for the services required under the contract and should include sufficient funding for all of the Offeror's costs associated with the work, including, but not limited to, labor, tools and equipment, materials and supplies, and overhead, insurance and profit. Failure to submit complete the Price Breakdown for CLIN 0001 shall not to any extent qualify the Offeror's commitment to complete the entire project at the above stated Lump Sum Price. The District may use the Price Breakdown as a guide during contract administration

The Offeror's Bidis 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 proposal. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror in order to authorize the terms of the Offeror's proposal.

4. The Offeror and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a 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 bidis subject to the following requested changes to the Form of Contract: [INSERT REQUESTED CHANGES. OFFERORS ARE ADVISES 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.

7. This Offer Letter Form and the Offeror's Bid are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By: _____
Name: _____
Its: _____
Date: _____

Exhibit 1

PRICE BREAKDOWN FORM

	DESCRIPTION	PRICE OF EACH DIVISION COMPONENT (Phase 2)	PRICE OF EACH DIVISION COMPONENT (Phase 3)	PRICE OF EACH DIVISION COMPONENT (Phase 4)
Div. 01	General Requirements			
Div. 02	Existing Conditions (incl. abatement/demo. of exist. structure)			
Div. 03	Concrete			
Div. 04	Masonry			
Div. 05	Metals			
Div. 06	Woods and Plastics			
Div. 07	Thermal and Moisture Protection			
Div. 08	Openings			
Div. 09	Finishes			
Div. 10	Specialties			
Div. 11	Equipment			
Div. 12	Furnishings			
Div. 13	Special Construction			
Div. 14	Conveying Systems			
Div. 21	Fire Suppressions			
Div. 22	Plumbing			
Div. 23	Heating, Ventilation and Air Conditioning			
Div. 26	Electrical			
Div. 27	Communications			
Div. 28	Electronic Safety and Security			
Div. 31	Earthwork			
Div. 32	Exterior Improvements			
Div. 33	Utilities			
	PHASE TOTAL			
	TOTAL LUMP SUM PRICE	$_____		

ADD ALT	ITEM DESCRIPTION	UNIT QUANTITY	UNIT PRICE
001	Add Alternate #1 Removal and replacement of identified building sealant joints	Linear Foot	$

- DIVISION means a discrete component of the work for which a separate price is requested. The sum of all components in the "Price Breakdown Form" must equal the Lump Sum Price.