



DCAM-20-NC-RFP-0008  
Field Verification Services  
Addendum No. 1

Page 2 of 2

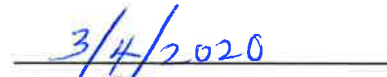
**Item No. 5**                      **Attachment J.4**                      **Bidder Offeror Certification**

*Delete in its Entirety:*                      Attachment J.4 – Bidder Offeror Certification

*Replace with:*                      Attachment J.4 – Bidder Offeror Certification Form  
Feb 26, 2020

All other terms and conditions remain unchanged.

  
\_\_\_\_\_  
Franklin Austin  
Supervisory Contract Specialist

  
\_\_\_\_\_  
Date



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
 Department of General Services  
 PRE-PROPOSAL CONFERENCE SIGN-IN SHEET  
 DCAM-20-NC-RFP-0008 | FIELD VERIFICATION SERVICE | WEDNESDAY MARCH 04, 2020



NO.	NAME	COMPANY	PHONE NO.	EMAIL	BUSINESS CARD PROVIDED Y/N
1	Ed Melendon	DGS	202-679-3205		
2	Genevieve Hanson	EY	(703) 338-7155	genevieve.hanson@ey.com	Y
3	Mohammed Kholid	Jacobs	808-497-8034	Mohammed.Kholid@Jacobs.com	Y
4	Masi Khan	EB&A Engineering	240-547-1124 703-386-1175	Masi.Khan@EB&AEngineering.com	Y
5	Hoe Fridy	Citadel Architects	703.209.5840	MFRidy@citadelbl.com	Y
6	MAX MERRIMAI	CINNOVAS	202/308-7480	MAX.MERRIMAI@CINNOVAS.COM	Y
7	Lisa Dunlop	DGS	703 671 2703	<del>lisadunlop@dgs.gov</del>	
8					
9					
10					

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
 Department of General Services  
 PRE-PROPOSAL CONFERENCE SIGN-IN SHEET  
 DCAM-20-NC-RFP-0008 | FIELD VERIFICATION SERVICE | WEDNESDAY MARCH 04, 2020

NO.	NAME	COMPANY	PHONE NO	EMAIL	BUSINESS CARD PROVIDED Y/N
1	Kyle CHRISTENSEN	TERRECON	240-385-6737	Kyle.Christensen@terrecon.com	Y
2	Yilton Evering	AMARGROUP	(202) 829-2577	mevering@amargroupllc.com	Y
3	Brianne Browns	Amun Group LLC	(202) 522 2577	bbrowne@amargroupllc.com	Y
4	LUETSEGED MENGISTU	HAYAT BROWN LLC	240 603-8523	luet.mengistu@hayatbrown.com	Y
5	FAREED CHISHTY	PARKINSON	240-876-2545	INFO@ParkinsonConstruction.com	Y
6	ADEBYE ADEWOLE	THE BOZ COMPANY	240-581-2631	adea.oye@gmail.com	N
7	SAID OHSRIFI	AECOM	703-340-3041	Said.Chsrifi@aecom.com	Y
8	HASSIM HASSAN	THIHA INC	2-2719241	hassane.fika@thiha.com	Y
9	Elias Araganu	Hayat Brown LLC	202 760 9419	elias.araganu@hayatbrown.com	Y
10	Jose Colon	Prime Source Tech	202-578-5025	ColonJ@primesource.com	Y

Exhibit B - Business Cards



**Brian Browne, Architectural Designer**  
www.amargroupllc.com

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bbrowne@amargroupllc.com

6230 Third Street, NW, Suite 4  
Washington, DC 20011



Architecture, Civil Engineering and Inspections  
www.amargroupllc.com

**Milton L. Evering, PE**

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**Genevieve Hanson**

Principal, Transaction Advisory Services  
Transaction Real Estate  
Mobile: +1 703 338 7155  
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**Kyle A. Christiansen, RA**  
**Senior Facilities Consultant**  
**Facilities Engineering Division**

D (301) 569 5067  
M (240) 385 6737  
Kyle.Christiansen@terracon.com



20401 Seneca Meadows Parkway  
Germantown, MD 20876

Environmental ■ Facilities ■ Geotechnical ■ Materials

**THIHA inc.**

CBE Company

**HASHIM HASSAN**

4937 Western Avenue, NW  
Washington, DC 20016  
202.271.8241 phone  
202.330.5200 fax

hhassan@thihainc.com  
www.thihainc.com





**Moe Fridy MBA, AIA**  
Principal

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C: 703.209.5940  
O: 202.723.0100  
mfridy@citadeldbd.com  
www.citadelarchitects.com

**Prime Source  
Technologies, LLC**

**José Colón**  
Director

1825 K Street, N.W., Suite 670  
Washington, DC 20006  
Office: 202-628-3339  
Direct: 202-899-1268  
Fax: 888-648-8648  
Cell: 202-578-5025  
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**ELIAS ARAGAW, PE**  
Senior Structural Engineer

202-760-9419 (C)  
elias.aragaw@hayatbrown.com

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3715 Martin Luther King Jr. Avenue SE  
Washington, DC 20032  
www.hayatbrown.com

**HAYAT BROWN, LLC**  
Engineering & Construction Consulting

- Water & Sewer Infrastructure
- Transportation Infrastructure
- Construction Management

Branch Office  
114 E 25th St. Unit 1A  
Baltimore, MD 21218



**Wasi Khan, PE\***  
Operations Manager  
Construction Management and Materials Testing  
Wasi.Khan@ebaengineering.com

6100 Chevy Chase Drive, Suite 200      240.547.1124  
Laurel, MD 20707-2917                      703.386.1175  
www.ebaengineering.com

\*licensed in TX



**Muhammed Khalid, P.E.**  
DC Transportation Lead

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+1 202 513 4629  
Cell +1 202 497 8034  
Muhammed.Khalid@jacobs.com

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES**



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**Contracts and Procurement**

**Request for Proposals (“RFP”)  
Field Verification Services  
Solicitation No.: DCAM-20-NC-RFP-0008  
Pre-proposal Conference  
Wednesday March 4, 2020 12:00 Noon. EST**

**Agenda**

**1. Welcome/Introductions**

- Contracts & Procurement
- Portfolio Division

**2. Procurement Schedule**

- Issue RFP ..... Monday, February 24, 2020
- Pre-Proposal Conference ..... Today, Wednesday, March 4, 2020 at 1:00 PM.
- Last Day for Questions/Clarifications..... Monday, March 9, 2020
- Proposals Due ..... Wednesday, March 18, 2020 by 2:00 P.M. ***Section L.7.1.1***

**3. SOLICITATION**

The Government of the District of Columbia, acting by and through its Department of General Services (“DGS” or the “Department”), Division of Contracts and Procurement (collectively the “District”) is issuing this Request for Proposal (“RFP”) to engage a single Contractor (“Contractor”) to provide **Field Verification Services, AutoCAD and ARCHIBUS CAFM/IWMS services in support of DGS’s ARCHIBUS database development project.**

The awarded Contractor shall provide all supervision, labor, materials, tools, supplies, vehicles, lifts, equipment, transportation, to ensure effective performance of services as prescribed herein for a base period (“Base Period”) and up to four (4) additional, one (1) year option periods (each an “Option Period”).

**4. CONTRACT TYPE**

In accordance with 27 DCMR Chapter 2416 Term Contracts, the District contemplates award of a single Indefinite Delivery, Indefinite Quantity term type contract (“IDIQ”) based on *firm-fixed, fully loaded per square foot service rates.* This IDIQ contract (“Contract”) are for the services specified and effective for the period stated.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Contractor and its subcontractors (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its subcontractors, and not the additional insured. The additional insured status under the Contractor's and its subcontractors' Commercial General Liability insurance policies shall be affected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 **and** CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the CO in writing. All of the Contractor's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Contractor or its subcontractors, or anyone for whom the Contractor or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Contractor and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee and subcontractors.

1. **Commercial General Liability Insurance ("CGL")** - The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for all ongoing and completed operations of the Contractor, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit.



but not limited to: Discrimination, Sexual Harassment, Wrongful Termination, or Workplace Torts, whether between employees of contractor or against third parties. Employment Practices Liability coverage must specifically state Third Party Liability coverage is included. Contractor will indemnify and defend the District of Columbia should it be named co-defendant or be subject to or party of any claim. Coverage shall also extend to Temporary Help Firms and Independent Contractors hired by Contractor. The policy shall provide limits of not less than \$1,000,000 for each wrongful act and \$2,000,000 annual aggregate for each wrongful act.

7. **Professional Liability Insurance (Errors & Omissions)** - The Contractor shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of \$1,000,000 per claim or per occurrence for each wrongful act and \$2,000,000 annual aggregate. The Contractor warrants that any applicable retroactive date precedes the date the Contractor first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services.
8. **Sexual/Physical Abuse & Molestation** - The Contractor shall provide evidence satisfactory to the Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate of affirmative abuse and molestation liability coverage. Coverage should include physical abuse, such as sexual or other bodily harm and non-physical abuse, such as verbal, emotional or mental abuse; any actual, threatened or alleged act; errors, omission or misconduct. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts. So called "silent" coverage under a commercial general liability or professional liability policy will not be acceptable.
9. **Commercial Umbrella or Excess Liability** - The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Contractor's umbrella or excess liability policy or (ii) \$10,000,000 per occurrence and \$10,000,000 in the annual aggregate, following the form and in excess of all liability policies. **All** liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the "other insurance" provision must be amended in accordance with this requirement and principles of vertical exhaustion.

insurance policies. If the insurance initially obtained by the Contractor expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

- I. DISCLOSURE OF INFORMATION.** The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.
- J. CARRIER RATINGS.** All Contractor's and its subcontractors' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the in the District.

**7. PROPOSAL ORGANIZATION AND CONTENT – SECTION [L.2]**

- One (1) original, four (4) copies and one (1) redacted copy of the proposal shall be separated into two (2) parts; individually tabulated in three (3)-ring binders titled "Technical Proposal" and "Price Proposal(s)." Proposals shall be typewritten in 12-point font size on 8.5" by 11" bond paper, double-sided and three-hole punched. The official name of the firm submitting the proposal must appear on the outside front cover of each binder. Telephonic, telegraphic, and facsimile proposals will not be accepted:

- Proposals shall be submitted in a sealed envelope/package conspicuously marked: "***Proposal in Response to Solicitation No. DCAM-20-NC-RFP-0008 Field Verification Services***" in two (2) parts:

**(1) DCAM-20-NC-RFP-0008 *Technical Proposal – Field Verification Services*** and

**(2) DCAM-20-NC-RFP-0008 *Price Proposal(s) – Field Verification Services.***

- a. Each **Technical Proposal** must be organized and prepared as follows:
- i. Table of Contents;
  - ii. each page of the proposal must be numbered consecutively;
  - iii. Proposals shall be typewritten in 12-point font size;
  - iv. on 8.5" by 11" recycled content bond paper;
  - v. submitted in a three (3)-ring binders;

Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; Offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

Technical Evaluation Factors	Points
<b>Factor A:</b> Relevant Experience and Past Performance of Contractor and its Team	30
<b>Factor B:</b> Relevant Experience of the Contractor's Proposed Key Personnel & Staffing	30
<b>Factor C:</b> Project Management Plan	20
<b>Total Maximum Technical Points Available</b>	<b>80</b>

**TOTAL POINTS**

**112 Points Maximum**

TOTAL AVAILABLE EVALUATION POINTS	POINTS
<b>Technical Evaluation Pursuant to Section M.3.1</b>	80
<b>Price Evaluation Pursuant to Section M.3.2</b>	20
<b>Preference Points Awarded Pursuant to Section M.3.3</b>	12
<b>TOTAL POSSIBLE MAXIMUM EVALUATION POINTS</b>	<b>112</b>

Total points shall be the cumulative total of the Offeror's technical criteria points, price criterion points and preference points, if any.

## 9. QUESTIONS

Verbal responses provided at the pre-proposal conference are only intended for general discussion and do not represent the Department's final position. All oral questions must be submitted by potential Offerors in writing no later than Monday, March 9, 2020 in order to generate an official answer. Official answers will be issued by Addenda to this RFP and posted on the DGS website at [www.dgs.dc.gov](http://www.dgs.dc.gov).

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Revised Insurance Requirements  
EXHIBIT D

INSURANCE

- A. **GENERAL REQUIREMENTS.** The Contractor at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A- / VII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein.

All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Contractor and its subcontractors (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its subcontractors, and not the additional insured. The additional insured status under the Contractor's and its subcontractors' Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 **and** CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the CO in writing. All of the Contractor's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Contractor or its subcontractors, or anyone for whom the Contractor or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Contractor and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee and subcontractors.

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EXHIBIT D

1. Commercial General Liability Insurance (“CGL”) - The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. (“ISO”) form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for all ongoing and completed operations of the Contractor, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit.
2. Automobile Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor, with minimum per accident limits equal to the greater of (i) the limits set forth in the Contractor’s commercial automobile liability policy or (ii) \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers’ Compensation Insurance - The Contractor shall provide evidence satisfactory to the CO of Workers’ Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer’s Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of employer’s liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

All insurance required by this paragraph 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

4. Crime Insurance (3rd Party Indemnity) - The Contractor shall provide a Crime policy including 3<sup>rd</sup> party fidelity to cover the dishonest acts of Contractor’s, its employees and/or volunteers which result in a loss to the District. The Government of the District of Columbia shall be included as loss payee. The policy shall provide a limit of \$10,000 per occurrence.

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EXHIBIT D

5. Cyber Liability Insurance - The Contractor shall provide evidence satisfactory to the Contracting Officer of Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. This insurance requirement will be considered met if the general liability insurance includes an affirmative cyber endorsement for the required amounts and coverages.
6. Employment Practices Liability - The Contractor shall provide evidence satisfactory to the Contracting Officer with respect to the operations performed to cover the defense of claims arising from employment related wrongful acts including but not limited to: Discrimination, Sexual Harassment, Wrongful Termination, or Workplace Torts, whether between employees of contractor or against third parties. Employment Practices Liability coverage must specifically state Third Party Liability coverage is included. Contractor will indemnify and defend the District of Columbia should it be named co-defendant or be subject to or party of any claim. Coverage shall also extend to Temporary Help Firms and Independent Contractors hired by Contractor. The policy shall provide limits of not less than \$1,000,000 for each wrongful act and \$2,000,000 annual aggregate for each wrongful act.
7. Professional Liability Insurance (Errors & Omissions) - The Contractor shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of \$1,000,000 per claim or per occurrence for each wrongful act and \$2,000,000 annual aggregate. The Contractor warrants that any applicable retroactive date precedes the date the Contractor first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services.
8. Sexual/Physical Abuse & Molestation - The Contractor shall provide evidence satisfactory to the Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate of affirmative abuse and molestation liability coverage. Coverage should include physical abuse, such as



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Revised Insurance Requirements  
EXHIBIT D

sexual or other bodily harm and non-physical abuse, such as verbal, emotional or mental abuse; any actual, threatened or alleged act; errors, omission or misconduct. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts. So called "silent" coverage under a commercial general liability or professional liability policy will not be acceptable.

9. Commercial Umbrella or Excess Liability - The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Contractor's umbrella or excess liability policy or (ii) \$10,000,000 per occurrence and \$10,000,000 in the annual aggregate, following the form and in excess of all liability policies. All liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the "other insurance" provision must be amended in accordance with this requirement and principles of vertical exhaustion.

**B. PRIMARY AND NONCONTRIBUTORY INSURANCE**

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

- C. **DURATION.** The Contractor shall carry all required insurance until all contract work is accepted by the District of Columbia and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.

- D. **LIABILITY.** These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**

- E. **CONTRACTOR'S PROPERTY.** Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

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EXHIBIT D

- F. **MEASURE OF PAYMENT.** The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.
- G. **NOTIFICATION.** The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of coverage and / or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium. The Contractor will also provide the CO with an updated Certificate of Insurance should its insurance coverages renew during the contract.
- H. **CERTIFICATES OF INSURANCE.** The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

**The Government of the District of Columbia**

**And mailed to the attention of:  
Franklin Austin, CPPB, CPM  
Supervisory Contract Specialist/Contracting Officer  
Contracts & Procurement Division  
Department of General Services  
2000 14<sup>th</sup> Street N.W. | 4<sup>th</sup> Floor  
Telephone: (202) 727-2800(Phone Number)  
E-mail Address: franklin.austin@dc.gov**

The CO may request and the Contractor shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Contractor expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

- I. **DISCLOSURE OF INFORMATION.** The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.

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- J. **CARRIER RATINGS.** All Contractor's and its subcontractors' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the in the District.