


PURCHASE UNIFORM SERVICES SECTION A AWARD/CONTRACT		1. Caption				Page of Pages					
		Uniform Apparel and Gear Purchasing				1	63				
2. Contract Number		3. Effective Date		4. Requisition/Purchase Request/Project No.							
DCAM-22-NC-IFB-0003		See Block 20C		BA-3482 (PR-006738) RK199860							
5. Issued By: <u>Dominique L. Banks</u>			Code	6. Administered by (If other than line 5) <u>Ashley Willis, Contract Specialist</u>							
Department of General Services Contracts and Procurement Division 2000 14 th Street, 8 th Floor Washington, DC 20009			Department of General Services Contracts and Procurement Division 2000 14 th Street, 8 th Floor Washington, DC 20009								
8. Name and Address of Contractor (No. street, city, county, state, and Zip Code)				8. Delivery							
				<input type="checkbox"/> FOB Origin Other (See Schedule Section F)							
				9. Discount for prompt payment Net thirty (30) Days							
Code			Facility			10. Submit invoices to the Address shown in item 6 (2 copies unless otherwise specified)					
						<input checked="" type="checkbox"/>	Item 6				
11. Ship to/Mark For		Code		12. Payment will be made by			Code				
13. Acknowledgement of Amendments The Offeror acknowledges receipt of amendments to the Solicitation <input checked="" type="checkbox"/>				14. Accounting and Appropriation Data ENCUMBRANCE CODE:							
Signature _____											
15A. Item		15B. Supplies/Services		15C. Qty.	15D. Unit	15E. IDIQ MINIMUM	15F. IDIQ MAXIMUM				
0001-0046		BASE PERIOD UNIFORM APPREL & GEAR PURCHASE		ID/IQ	EACH	\$25.00	\$950,000				
1001-1046		OY1 UNIFORM APPREL & GEAR PURCHASE		ID/IQ	EACH	\$25.00	\$1,500,000				
2001-2046		OY2 UNIFORM APPREL & GEAR PURCHASE		ID/IQ	EACH	\$25.00	\$1,500,000				
3001-3046		OY3 UNIFORM APPREL & GEAR PURCHASE		ID/IQ	EACH	\$25.00	\$1,500,000				
4001-4046		OY4 UNIFORM APPREL & GEAR PURCHASE		ID/IQ	EACH	\$25.00	\$1,500,000				
TOTAL AGGREGATE NON-GUARANTEED CONTRACT CEILING							\$950,000				
16. Table of Contents											
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PROCUREMENT SCHEDULE											
ISSUE DATE		WEDNESDAY, JANUARY 26, 2022									
PRE-BID CONFERENCE		SECTION [L.5] FRIDAY, JANUARY 28, 2021, AT 2:00 P.M. EST									
QUESTIONS		SECTION [L.4] ELECTRONIC SUBMISSION VIA VENDOR BID/PROPOSAL SUBMISSION PORTAL BY CLOSE OF BUSINESS MONDAY, JANUARY 31, 2022									
BID SUBMISSION DATE		SECTION [L.11] ELECTRONIC SUBMISSION VIA VENDOR BID/PROPOSAL SUBMISSION PORTAL 10:00 A.M. EST TUESDAY, FEBRUARY 15, 2022									
BID OPENING		SECTION [L.15] PUBLIC BID OPENING 2:00 P.M. EST TUESDAY, FEBRUARY 15, 2022									
17. <input type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return copies to issuing office.) Contractor agrees to furnish and deliver all items, perform all the services set forth or otherwise identified above and on any continuation sheets, for the consideration stated herein. The rights and obligations of the parties to this Contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)				18. <input checked="" type="checkbox"/> AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number DCAM-22-NC-IFB-0003 including the additions or changes made by which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the Contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.							
19A. Name and Title of Contractor (Type or print)				20A. Name of Contracting Officer							
19B. Name of Contractor			19C. Date Signed	20B. District of Columbia (Signature of Contracting Officer)		20C. Date Signed					
(Signature of person authorized to sign)											
 Government of the District of Columbia											

SECTION B

CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST

- B.1** The District of Columbia Government (the “District”), acting by and through its Department of General Services (“DGS” or the “Department”), Division of Contracts and Procurement, collectively the “District”, issues this Indentation for Bids (“IFB”) to engage a single Small Business Enterprise (“SBE”) firm to provide uniform apparel and gear purchasing for the Facilities Management Division (“FMD”) & the Protective Service Division (“PSD”). All supplies shall be furnished to the Department in accordance with the Scope of Work **Section [C]** of this Invitation for Bids (“**IFB**”), the District of Columbia's Department of General Services Standard Contract Provisions (“SCP”) for Supplies and Services Contracts, January 2016 **Attachment J.1**, and other associated *Attachments* in **Section [J]** of this IFB.
- B.1.1** The awarded Contractor shall provide all labor, materials, tools, supplies, and all else necessary as reasonably inferred to efficiently source, deliver and maintain inventory of apparel and gear products, fulfilling all orders in the guaranteed delivery time not to exceed (30) thirty days after receipt of order. The proposed Contract will have a term beginning with a Base Period (“BP”) and up to four (4) one (1) year Option Periods (“OP”). The total length of the proposed Contract will not exceed five (5) years in accordance with **Section [F.2.4]**.
- B.1.2** **DESIGNATION OF SOLICITATION FOR THE SMALL BUSINESS SET-ASIDE MARKET ONLY**
This IFB is designated only for certified SBE bidders under the provisions of the “Small and Certified Business Enterprise Development and Assistance Act of 2014”, D.C. Official Code § 2-218.01 et seq., as amended. ***ONLY Offerors that are certified by the Department of Small and Local Business Development (“DSLBD”) as SBE at the time of the Bid Submission Deadline are eligible to participate.***
- B.2** **INDEFINITE DELIVERY- INDEFINITE QUANTITY (IDIQ) CONTRACT**
In accordance with Title 27 DCMR, Chapter 47 “Department of General Services Procurement Rules for Construction and Related Services.” Sections 4715 “Term Contract”, Title 27 DCMR, Section 2416, the District contemplates award of single Indefinite Delivery, Indefinite Quantity (“IDIQ”) Contract for the supplies or services specified, and effective for the period stated.
- B.2.1** Delivery or performance shall be made only as authorized in accordance with the Ordering Clause **Section [G.11]**. The District may issue Task Orders for services or supplies for multiple requirements at multiple locations simultaneously. If the District urgently requires delivery before the earliest date specified under this contract, and if the Contractor shall not accept an order providing for the accelerated performance, the District may acquire the urgently required services from another source.
- B.2.2** There is no limit on the number of orders that may be issued. The District may issue orders requiring delivery to multiple destinations or performance at multiple locations.

B.2.3 Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and District's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period, provided that the Contractor shall not be required to provide any performance under this Contract beyond twelve months after September 30, 2026.

B.2.4 The estimated number of supply quantities contemplated herein is *not* a representation to the bidders that the estimated quantity will actually be required or ordered, or that conditions affecting the requirements contemplated under the proposed Contract, will be stable or normal.

B.3 SELECTION OF FEDERAL MULTIPLE AWARD CONTRACT

B.3.1 If the Bidder has its own federal award contract, it must offer prices that are no greater than the prices set forth within that contract.

B.3.2 If the Bidder does not have its own federal contract, it may adopt the pricing schedule of another contractor's federal contract for supplies or services in accordance with the scope of this IFB. In this event, the applicant's prices shall be no greater than the adopted federal contract prices.

B.3.3 Bidders may adopt two (2) federal multiple award or other federal contracts. Bidders may offer prices that are lower or no greater than the prices within the adopted contract.

B.4 PRICE/COST SCHEDULE

The firm-fixed item price identified herein shall be the Contractor's sole method of compensation and as such, shall be (i) fully-loaded and firm for the life of the Contract, (ii) sufficient to cover all of the service requirements including, but not limited to, embroidery, silk screening, alterations, application of emblem, patches and logos, labor, materials, tools, supplies, subcontractor cost, home office cost, G&A (general and administrative expenses), insurance coverage provisions as required by **Section [I.14]**. As such, the Contract Price shall include all increases for the base and option periods in its original Bid as well as all applicable year-over-year service cost increases due to market variables and any increase to the applicable labor categories, direct hourly rates required by the U.S. Department of Labor Service Contract Act Wage Determination and or the D.C. Living Wage Act of 2006 (*whichever prevailing wage is applicable under the award of the Contract for the Base Period and any subsequent Option Periods*) and, all else necessary to fulfill the services level agreement for providing the District efficient and economical provision of required services as described herein. In no event shall the item prices exceed the contractor's sales price to its most-favored customer for the same items in like quantities, or the current market price, whichever is lower.

B.4.1

Price/Cost Schedule Base Period (BP)

The tables depicted below are for representation purposes only, all bid pricing shall be completed and submitted substantially in the form of Attachment J.24

CLIN	ITEM DESCRIPTION	DIVISION	MIN ORDER QTY	MAX ORDER QTY	UNIT PRICE
0001	Navy Blue/ Navy Blue 3-in-1 Winter Parka w/inner shell: Male & Female Sizes – XS – 3XL	FMD	1	999	
0002	Economy 1.5-inch Black leather belt	FMD	1	999	
0003	Galls G-TAC Athletic 6" Side-Zip Waterproof Boot (black) Male Sizes 3.5-14, Female Sizes 5-12.5	FMD	1	999	
0004	Wool hat (navy blue)	FMD	1	999	
0005	Wind breakers 4 front pockets 2 button snap w/ badge and name tag holder Male and Female XS-4XL	FMD	1	999	
0006	Winter Coveralls insulated all weather (Navy Blue) Male and Female XS-4XL	FMD	1	999	
0007	Summer Coveralls (Navy Blue) Male and Female XS-4XL	FMD	1	999	
0008	Fire Retardant Boots	FMD	1	999	
0009	Steel Toe Boots Male size 3.5-14 and Female Size 5-12.5	FMD	1	999	
0010	8- Point Hat: Male & Female Sizes S-2XL	PSD	1	999	
0011	ASP Baton 26"	PSD	1	999	
0012	ASP Baton Holder 26"	PSD	1	999	
0013	5.11 Tactical Taclite Hat (Baseball Cap)- Navy	PSD	1	999	
0014	Belt (Garrison) – 1 ¾: Male & Female Sizes XS-XL	PSD	1	999	
0015	Adjustable Sam Brown Duty Belt: Male & Female Sizes XS-XL	PSD	1	999	
0016	Uncle Mike Nylon Ultra Duty Belt: Male & Female Sizes XS-XL	PSD	1	999	
0017	AccuMold Elite Belt Keepers Belt Keepers (Package of 4)	PSD	1	999	
0018	Outer Carrier Vest Cover: Male & Female Sizes S-XL	PSD	1	999	
0019	Galls G-TAC Athletic 6" Side-Zip Waterproof Boot (black): Male Sizes 3.5-14, Female Sizes 5-12.5	PSD	1	999	
0020	Epaulets (all ranks-set)	PSD	1	999	
0021	Handheld Tactical Flashlight (LED)	PSD	1	999	
0022	Nylon Flashlight Holder	PSD	1	999	
0023	LawPro Lightweight Multipurpose Duty Glove (Gloves): Male & Female Sizes S-2X	PSD	1	999	
0024	Gun Lock (w/key)	PSD	1	999	
0025	Holster (Safari Land Level II)	PSD	1	999	
0026	Nickel Finished Handcuffs	PSD	1	999	
0027	OpenTop Handcuff Case	PSD	1	999	
0028	5-1 Jacket (5.11 Tactical): Male & Female Sizes XS-4XL	PSD	1	999	
0029	Necktie- Male/Female	PSD	1	999	
0030	Tie Clip/Pin	PSD	1	999	
0031	Under armour – Cold wear: Top/Bottom Male & Female Sizes XS-4XL	PSD	1	999	
0032	Raincoat: Unisex sizes S-L	PSD	1	999	
0033	Magazine Case – Double, Leather	PSD	1	999	
0034	Vest, Traffic: Unisex Sizes XS – 4XL	PSD	1	999	
0035	OC Spray Holder	PSD	1	999	
0036	Cap- Ski	PSD	1	999	
0037	Radio Holster	PSD	1	999	
0038	Name Tag - (sew on Polo shirts)	PSD	1	999	

CLIN	ITEM DESCRIPTION	DIVISION	MIN ORDER QTY	MAX ORDER QTY	UNIT PRICE
0039	Gold Name plate, pin on	PSD	1	999	
0040	Epaulets Captain – 2 Gold bars	PSD	1	999	
0041	Epaulets Lieutenant – 1 Gold bar	PSD	1	999	
0042	Epaulets Sew on in Navy Blue Sergeants – 3 stripes on sleeve	PSD	1	999	
0043	Epaulets Sew on in Navy Blue Lead Officer – One stripe on sleeve	PSD	1	999	
0044	Name Tag - Gold/Silver	PSD	1	999	
0045	ORDER SHIPPING & HANDLING				
0046	ORDER DELIVERY				

B.4.1.1

Price/Cost Schedule Option Period One (OP1)

CLIN	ITEM DESCRIPTION	DIVISION	MIN ORDER QTY	MAX ORDER QTY	UNIT PRICE
1001	Navy Blue/ Navy Blue 3-in-1 Winter Parka w/inner shell: Male & Female Sizes – XS – 3XL	FMD	1	999	
1002	Economy 1.5-inch Black leather belt	FMD	1	999	
1003	Galls G-TAC Athletic 6" Side-Zip Waterproof Boot (black) Male Sizes 3.5-14, Female Sizes 5-12.5	FMD	1	999	
1004	Wool hat (navy blue)	FMD	1	999	
1005	Wind breakers 4 front pockets 2 button snap w/ badge and name tag holder Male and Female XS-4XL	FMD	1	999	
1006	Winter Coveralls insulated all weather (Navy Blue) Male and Female XS-4XL	FMD	1	999	
1007	Summer Coveralls (Navy Blue) Male and Female XS-4XL	FMD	1	999	
1008	Fire Retardant Boots	FMD	1	999	
1009	Steel Toe Boots Male size 3.5-14 and Female Size 5-12.5	FMD	1	999	
1010	8- Point Hat: Male & Female Sizes S-2XL	PSD	1	999	
1011	ASP Baton 26"	PSD	1	999	
1012	ASP Baton Holder 26"	PSD	1	999	
1013	5.11 Tactical Taclite Hat (Baseball Cap)- Navy	PSD	1	999	
1014	Belt (Garrison) – 1 ¾: Male & Female Sizes XS-XL	PSD	1	999	
1015	Adjustable Sam Brown Duty Belt: Male & Female Sizes XS-XL	PSD	1	999	
1016	Uncle Mike Nylon Ultra Duty Belt: Male & Female Sizes XS-XL	PSD	1	999	
1017	AccuMold Elite Belt Keepers Belt Keepers (Package of 4)	PSD	1	999	
1018	Outer Carrier Vest Cover: Male & Female Sizes S-XL	PSD	1	999	
1019	Galls G-TAC Athletic 6" Side-Zip Waterproof Boot (black): Male Sizes 3.5-14, Female Sizes 5-12.5	PSD	1	999	
1020	Epaulets (all ranks-set)	PSD	1	999	
1021	Handheld Tactical Flashlight (LED)	PSD	1	999	
1022	Nylon Flashlight Holder	PSD	1	999	
1023	LawPro Lightweight Multipurpose Duty Glove (Gloves): Male & Female Sizes S-2X	PSD	1	999	

CLIN	ITEM DESCRIPTION	DIVISION	MIN ORDER QTY	MAX ORDER QTY	UNIT PRICE
1024	Gun Lock (w/key)	PSD	1	999	
1025	Holster (Safari Land Level II)	PSD	1	999	
1026	Nickel Finished Handcuffs	PSD	1	999	
1027	OpenTop Handcuff Case	PSD	1	999	
1028	5-1 Jacket (5.11 Tactical): Male & Female Sizes XS-4XL	PSD	1	999	
1029	Necktie- Male/Female	PSD	1	999	
1030	Tie Clip/Pin	PSD	1	999	
1031	Under armour – Cold wear: Top/Bottom Male & Female Sizes XS-4XL	PSD	1	999	
1032	Raincoat: Unisex sizes S-L	PSD	1	999	
1033	Magazine Case – Double, Leather	PSD	1	999	
1034	Vest, Traffic: Unisex Sizes XS – 4XL	PSD	1	999	
1035	OC Spray Holder	PSD	1	999	
1036	Cap- Ski	PSD	1	999	
1037	Radio Holster	PSD	1	999	
1038	Name Tag - (sew on Polo shirts)	PSD	1	999	
1039	Gold Name plate, pin on	PSD	1	999	
1040	Epaulets Captain – 2 Gold bars	PSD	1	999	
1041	Epaulets Lieutenant – 1 Gold bar	PSD	1	999	
1042	Epaulets Sew on in Navy Blue Sergeants – 3 stripes on sleeve	PSD	1	999	
1043	Epaulets Sew on in Navy Blue Lead Officer – One stripe on sleeve	PSD	1	999	
1044	Name Tag - Gold/Silver	PSD	1	999	
1045	SHIPPING & HANDLING				
1046	ORDER DELIVERY				

B.4.1.1.1 Price/Cost Schedule Option Period Two (OP2)

CLIN	ITEM DESCRIPTION	DIVISION	MIN ORDER QTY	MAX ORDER QTY	UNIT PRICE
2001	Navy Blue/ Navy Blue 3-in-1 Winter Parka w/inner shell: Male & Female Sizes – XS – 3XL	FMD	1	999	
2002	Economy 1.5-inch Black leather belt	FMD	1	999	
2003	Galls G-TAC Athletic 6" Side-Zip Waterproof Boot (black) Male Sizes 3.5-14, Female Sizes 5-12.5	FMD	1	999	
2004	Wool hat (navy blue)	FMD	1	999	
2005	Wind breakers 4 front pockets 2 button snap w/ badge and name tag holder Male and Female XS-4XL	FMD	1	999	
2006	Winter Coveralls insulated all weather (Navy Blue) Male and Female XS-4XL	FMD	1	999	
2007	Summer Coveralls (Navy Blue) Male and Female XS-4XL	FMD	1	999	
2008	Fire Retardant Boots	FMD	1	999	
2009	Steel Toe Boots Male size 3.5-14 and Female Size 5-12.5	FMD	1	999	
2010	8- Point Hat: Male & Female Sizes S-2XL	PSD	1	999	
2011	ASP Baton 26"	PSD	1	999	
2012	ASP Baton Holder 26"	PSD	1	999	
2013	5.11 Tactical TacLite Hat (Baseball Cap)- Navy	PSD	1	999	
2014	Belt (Garrison) – 1 ¾: Male & Female Sizes XS-XL	PSD	1	999	
2015	Adjustable Sam Brown Duty Belt: Male & Female Sizes XS-XL	PSD	1	999	

CLIN	ITEM DESCRIPTION	DIVISION	MIN ORDER QTY	MAX ORDER QTY	UNIT PRICE
2016	Uncle Mike Nylon Ultra Duty Belt: Male & Female Sizes XS-XL	PSD	1	999	
2017	AccuMold Elite Belt Keepers Belt Keepers (Package of 4)	PSD	1	999	
2018	Outer Carrier Vest Cover: Male & Female Sizes S-XL	PSD	1	999	
2019	Galls G-TAC Athletic 6" Side-Zip Waterproof Boot (black): Male Sizes 3.5-14, Female Sizes 5-12.5	PSD	1	999	
2020	Epaulets (all ranks-set)	PSD	1	999	
2021	Handheld Tactical Flashlight (LED)	PSD	1	999	
2022	Nylon Flashlight Holder	PSD	1	999	
2023	LawPro Lightweight Multipurpose Duty Glove (Gloves): Male & Female Sizes S-2X	PSD	1	999	
2024	Gun Lock (w/key)	PSD	1	999	
2025	Holster (Safari Land Level II)	PSD	1	999	
2026	Nickel Finished Handcuffs	PSD	1	999	
2027	OpenTop Handcuff Case	PSD	1	999	
2028	5-1 Jacket (5.11 Tactical): Male & Female Sizes XS-4XL	PSD	1	999	
2029	Necktie- Male/Female	PSD	1	999	
2030	Tie Clip/Pin	PSD	1	999	
2031	Under armour – Cold wear: Top/Bottom Male & Female Sizes XS-4XL	PSD	1	999	
2032	Raincoat: Unisex sizes S-L	PSD	1	999	
2033	Magazine Case – Double, Leather	PSD	1	999	
2034	Vest, Traffic: Unisex Sizes XS – 4XL	PSD	1	999	
2035	OC Spray Holder	PSD	1	999	
2036	Cap- Ski	PSD	1	999	
2037	Radio Holster	PSD	1	999	
2038	Name Tag - (sew on Polo shirts)	PSD	1	999	
2039	Gold Name plate, pin on	PSD	1	999	
2040	Epaulets Captain – 2 Gold bars	PSD	1	999	
2041	Epaulets Lieutenant – 1 Gold bar	PSD	1	999	
2042	Epaulets Sew on in Navy Blue Sergeants – 3 stripes on sleeve	PSD	1	999	
2043	Epaulets Sew on in Navy Blue Lead Officer – One stripe on sleeve	PSD	1	999	
2044	Name Tag - Gold/Silver	PSD	1	999	
2045	SHIPPING & HANDLING				
2046	ORDER DELIVERY				

B.4.1.1.1.1 Price/Cost Schedule Option Period Three (OP3)

CLIN	ITEM DESCRIPTION	DIVISION	MIN ORDER QTY	MAX ORDER QTY	UNIT PRICE
3001	Navy Blue/ Navy Blue 3-in-1 Winter Parka w/inner shell: Male & Female Sizes – XS – 3XL	FMD	1	999	
3002	Economy 1.5-inch Black leather belt	FMD	1	999	
3003	Galls G-TAC Athletic 6" Side-Zip Waterproof Boot (black) Male Sizes 3.5-14, Female Sizes 5-12.5	FMD	1	999	
3004	Wool hat (navy blue)	FMD	1	999	
3005	Wind breakers 4 front pockets 2 button snap w/ badge and name tag holder Male and Female XS-4XL	FMD	1	999	

CLIN	ITEM DESCRIPTION	DIVISION	MIN ORDER QTY	MAX ORDER QTY	UNIT PRICE
3006	Winter Coveralls insulated all weather (Navy Blue) Male and Female XS-4XL	FMD	1	999	
3007	Summer Coveralls (Navy Blue) Male and Female XS-4XL	FMD	1	999	
3008	Fire Retardant Boots	FMD	1	999	
3009	Steel Toe Boots Male size 3.5-14 and Female Size 5-12.5	FMD	1	999	
3010	8- Point Hat: Male & Female Sizes S-2XL	PSD	1	999	
3011	ASP Baton 26"	PSD	1	999	
3012	ASP Baton Holder 26"	PSD	1	999	
3013	5.11 Tactical Taclite Hat (Baseball Cap)- Navy	PSD	1	999	
3014	Belt (Garrison) – 1 ¾: Male & Female Sizes XS-XL	PSD	1	999	
3015	Adjustable Sam Brown Duty Belt: Male & Female Sizes XS-XL	PSD	1	999	
3016	Uncle Mike Nylon Ultra Duty Belt: Male & Female Sizes XS-XL	PSD	1	999	
3017	AccuMold Elite Belt Keepers Belt Keepers (Package of 4)	PSD	1	999	
3018	Outer Carrier Vest Cover: Male & Female Sizes S-XL	PSD	1	999	
3019	Galls G-TAC Athletic 6" Side-Zip Waterproof Boot (black): Male Sizes 3.5-14, Female Sizes 5-12.5	PSD	1	999	
3020	Epaulets (all ranks-set)	PSD	1	999	
3021	Handheld Tactical Flashlight (LED)	PSD	1	999	
3022	Nylon Flashlight Holder	PSD	1	999	
3023	LawPro Lightweight Multipurpose Duty Glove (Gloves): Male & Female Sizes S-2X	PSD	1	999	
3024	Gun Lock (w/key)	PSD	1	999	
3025	Holster (Safari Land Level II)	PSD	1	999	
3026	Nickel Finished Handcuffs	PSD	1	999	
3027	OpenTop Handcuff Case	PSD	1	999	
3028	5-1 Jacket (5.11 Tactical): Male & Female Sizes XS-4XL	PSD	1	999	
3029	Necktie- Male/Female	PSD	1	999	
3030	Tie Clip/Pin	PSD	1	999	
3031	Under armour – Cold wear: Top/Bottom Male & Female Sizes XS-4XL	PSD	1	999	
3032	Raincoat: Unisex sizes S-L	PSD	1	999	
3033	Magazine Case – Double, Leather	PSD	1	999	
3034	Vest, Traffic: Unisex Sizes XS – 4XL	PSD	1	999	
3035	OC Spray Holder	PSD	1	999	
3036	Cap- Ski	PSD	1	999	
3037	Radio Holster	PSD	1	999	
3038	Name Tag - (sew on Polo shirts)	PSD	1	999	
3039	Gold Name plate, pin on	PSD	1	999	
3040	Epaulets Captain – 2 Gold bars	PSD	1	999	
3041	Epaulets Lieutenant – 1 Gold bar	PSD	1	999	
3042	Epaulets Sew on in Navy Blue Sergeants – 3 stripes on sleeve	PSD	1	999	
3043	Epaulets Sew on in Navy Blue Lead Officer – One stripe on sleeve	PSD	1	999	
3044	Name Tag - Gold/Silver	PSD	1	999	
3045	SHIPPING & HANDLING				
3046	ORDER DELIVERY				

B.4.1.1.1.1 Price/Cost Schedule Option Period Four (OP4)

CLIN	ITEM DESCRIPTION	DIVISION	MIN ORDER QTY	MAX ORDER QTY	UNIT PRICE
4001	Navy Blue/ Navy Blue 3-in-1 Winter Parka w/inner shell: Male & Female Sizes – XS – 3XL	FMD	1	999	
4002	Economy 1.5-inch Black leather belt	FMD	1	999	
4003	Galls G-TAC Athletic 6" Side-Zip Waterproof Boot (black) Male Sizes 3.5-14, Female Sizes 5-12.5	FMD	1	999	
4004	Wool hat (navy blue)	FMD	1	999	
4005	Wind breakers 4 front pockets 2 button snap w/ badge and name tag holder Male and Female XS-4XL	FMD	1	999	
4006	Winter Coveralls insulated all weather (Navy Blue) Male and Female XS-4XL	FMD	1	999	
4007	Summer Coveralls (Navy Blue) Male and Female XS-4XL	FMD	1	999	
4008	Fire Retardant Boots	FMD	1	999	
4009	Steel Toe Boots Male size 3.5-14 and Female Size 5-12.5	FMD	1	999	
4010	8- Point Hat: Male & Female Sizes S-2XL	PSD	1	999	
4011	ASP Baton 26"	PSD	1	999	
4012	ASP Baton Holder 26"	PSD	1	999	
4013	5.11 Tactical Taclite Hat (Baseball Cap)- Navy	PSD	1	999	
4014	Belt (Garrison) – 1 ¾: Male & Female Sizes XS-XL	PSD	1	999	
4015	Adjustable Sam Brown Duty Belt: Male & Female Sizes XS-XL	PSD	1	999	
4016	Uncle Mike Nylon Ultra Duty Belt: Male & Female Sizes XS-XL	PSD	1	999	
4017	AccuMold Elite Belt Keepers Belt Keepers (Package of 4)	PSD	1	999	
4018	Outer Carrier Vest Cover: Male & Female Sizes S-XL	PSD	1	999	
4019	Galls G-TAC Athletic 6" Side-Zip Waterproof Boot (black): Male Sizes 3.5-14, Female Sizes 5-12.5	PSD	1	999	
4020	Epaulets (all ranks-set)	PSD	1	999	
4021	Handheld Tactical Flashlight (LED)	PSD	1	999	
4022	Nylon Flashlight Holder	PSD	1	999	
4023	LawPro Lightweight Multipurpose Duty Glove (Gloves): Male & Female Sizes S-2X	PSD	1	999	
4024	Gun Lock (w/key)	PSD	1	999	
4025	Holster (Safari Land Level II)	PSD	1	999	
4026	Nickel Finished Handcuffs	PSD	1	999	
4027	OpenTop Handcuff Case	PSD	1	999	
4028	5-1 Jacket (5.11 Tactical): Male & Female Sizes XS-4XL	PSD	1	999	
4029	Necktie- Male/Female	PSD	1	999	
4030	Tie Clip/Pin	PSD	1	999	
4031	Under armour – Cold wear: Top/Bottom Male & Female Sizes XS-4XL	PSD	1	999	
4032	Raincoat: Unisex sizes S-L	PSD	1	999	
4033	Magazine Case – Double, Leather	PSD	1	999	
4034	Vest, Traffic: Unisex Sizes XS – 4XL	PSD	1	999	
4035	OC Spray Holder	PSD	1	999	
4036	Cap- Ski	PSD	1	999	
4037	Radio Holster	PSD	1	999	
4038	Name Tag - (sew on Polo shirts)	PSD	1	999	

CLIN	ITEM DESCRIPTION	DIVISION	MIN ORDER QTY	MAX ORDER QTY	UNIT PRICE
4039	Gold Name plate, pin on	PSD	1	999	
4040	Epaulets Captain – 2 Gold bars	PSD	1	999	
4041	Epaulets Lieutenant – 1 Gold bar	PSD	1	999	
4042	Epaulets Sew on in Navy Blue Sergeants – 3 stripes on sleeve	PSD	1	999	
4043	Epaulets Sew on in Navy Blue Lead Officer – One stripe on sleeve	PSD	1	999	
4044	Name Tag - Gold/Silver	PSD	1	999	
4045	ORDER SHIPPING & HANDLING				
4046	ORDER DELIVERY				

B.4.2 Minimum Order. The District guarantees the minimum order for each awardee in an amount of fifty dollars (\$50.00) for the base year and each of the option periods. The District is not obligated to order any supplies or services beyond the stated minimum.

B.4.2.1 Maximum Order. For any Task Order, the maximum order limitation shall be no greater than the maximum contract ceiling amount.

B.4.2.2 Maximum Contract Ceiling. The maximum contract ceiling for each Contract period is outlined below:

APPLICABLE CONTRACT PERIOD	MINIMUM ORDERING VALUE	AGGREGATE, NON-GUARANTEED MAXIMUM ORDERING CEILING
BASE PERIOD	\$25.00	\$950,000
OPTION PERIOD ONE (1)	\$25.00	\$1,500,000
OPTION PERIOD TWO (2)	\$25.00	\$1,500,000
OPTION PERIOD THREE (3)	\$25.00	\$1,500,000
OPTION PERIOD FOUR (4)	\$25.00	\$1,500,000

B.4.3 Significant Changes in the Character of Work

B.4.6.1 In accordance with the Department of General Services Standard Contracts Provisions for Supplies and Services **Attachment J.1**, Article 15, the District through its authorized Contracting Officers reserves the right to make, in writing, at any time during the performance, such changes in quantities and such alterations in the work as are necessary to satisfactorily fulfill purchase of uniform gear. Such changes in quantities and alterations shall not invalidate the Contract nor release the Contractor’s Surety, and the Contractor agrees to perform the services as altered.

B.5 ACKNOWLEDGEMENT OF REVIEW OF CONTRACT DOCUMENTS

Before submitting its bid in response to the proposed Contract, the Bidder acknowledges that it reviewed all specifications and is required to bring all such inconsistencies and or questions to the attention of the Department so that the Department can address any inconsistencies and or questions by addendum to this solicitation. The Contractor acknowledges that any inconsistencies and or questions it identifies after submitting its bid shall not be the basis for a change to the Contract terms and conditions.

B.5.1 Execution of the Contract by the Contractor is a representation that the Contractor has thoroughly examined all Contract Documents, including all details, estimated staff scheduling plans, any such collective bargaining agreement (when and where applicable), and has satisfied itself before executing the Contract as to all matters that can affect the Work and its cost, including: (1) financial capacity; (2) availability of personnel to appropriately staff services; (3) familiarized itself with the risks and mitigation costs associated with providing purchase of uniforms services; and in general to have itself obtained all necessary information as to risk contingencies, and other circumstances which may influence or affect its performance of the Work. The Contractor waives all claims against the Department arising from or relating to such contingencies and conditions that are reasonably inferable from the Contract Documents, in light.

B.6 SUBCONTRACTING REQUIREMENTS

A bidder responding to this solicitation that is required to subcontract shall be required to submit with its bid, any subcontracting plan required by law. Bids responding to this IFB shall be deemed nonresponsive and shall be rejected if the Bidder fails to submit a subcontracting plan that is required by law. For contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted in accordance with section H.9.1.

B.6.1 For contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted in accordance with section H.9.1.

B.7 SPECIAL PROVISIONS RELATED TO THE COVID-19 EMERGENCY

The Contractor is required to comply with Mayor’s Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated August 10, 2021, and all substantially similar vaccine requirements, including any modifications to this Order, unless and until they are rescinded or superseded. At the request of the District government, Contractors may be asked to provide certification of compliance with this requirement and/or documents and records in support of this certification.

The Contractor is required to comply with City Administrator’s Order 2021-4, Resumption of Requirement for All Persons to Wear a Mask Inside District Government Buildings and While on Duty as a District Government Employee or Contractor, dated July 30, 2021, and all substantially similar mask requirements including any modifications to this Order, unless and until they are rescinded or superseded.

IMPORTANT NOTICE: The Department will notify Offerors of any changes, additions and or deletions to the specifications and or responses to questions by addenda posted on the Department of Contracts and Procurement website. It is the potential Offeror’s responsibility to frequently visit the Department’s Contracts and Procurement website at: <http://dgs.dc.gov/page/dgs-solicitations> to obtain addenda once they have received a copy or downloaded a copy of the solicitation.

SECTION C SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE

The Contractor shall provide a cost-effective and time efficient order and delivery process for the Department to purchase uniform apparel and gear. All orders will be placed by the Divisions on an “as needed” basis, throughout the year and may fluctuate based upon the needs of the Department. Orders shall be fulfilled by the Contractor within (30)-thirty days from date of the Task Order issuances and execution by the CO.

C.2 APPLICABLE DOCUMENTS - *RESERVED [Intentionally Omitted]*

C.3 DEFINITIONS & ACCROYNMNS

C.3.1 Definitions, the terms when used hereunder shall have the following meanings:

C.3.1.1 Acceptance constitutes acknowledgment that the supplies or services conform to applicable contract quality and quantity requirements.

C.3.1.2 Approval means the Department and/or the District has reviewed submittals, deliverable, or administrative documents (e.g., insurance certificates, etc.), and has determined the documents conform to contract requirements. Department and/or District approval shall not relieve the Contracting Officer (CO) official duties. The CO shall be a business communications liaison between the Department and a responsible for recommending, authorizing, or denying actions and expenditures for both standard delivery order and task orders, and those that fall outside of the normal business practices of its supporting Contractors and Sub Contractors.

C.3.1.3 Contractor means the individual, firm, company, corporation, partnership, or combination thereof, including joint ventures, contracting with the Department to perform the work. The Contractor is one of the parties to this Contract.

C.3.1.4 Correction means the elimination of a defect.

C.3.1.5 COTR means the Contracting Officer’s Technical Representative and is responsible for technical direction and administration of the Contract, advising the Contracting Officer as to the Contractor’s compliance or noncompliance with the Contract. The COTR is responsible for general administration of the Contract and advising the CO as to the Contractor’s compliance or noncompliance with the Contract. The COTR has the responsibility for the day-to-day monitoring and supervision of the Contract to ensure that the work conforms to the requirements, and other duties as authorized by the CO.

C.3.1.6 Deficiency means a lack of quality and/or sub-standard of work/product. For the purpose of this solicitation, a deficiency is an item or condition that is considered sub-standard, or below minimum expectations with regard to code, work product, and safety.

C.3.1.7 **Inspection** is the act of checking the acceptability of the manufactured product, measuring the qualities of the product.

C.3.2 **Acronyms** The following Acronyms (“Abbreviations”) used herein shall have the following meanings:

C.3.2.1 **CO** Contracting Officer

C.3.2.2 **DCMR** District of Columbia Municipal Regulations

C.3.2.3 **DGS** Department of General Services

C.3.2.4 **DSLBD** DC Department of Small and Local Business Development

C.3.2.5 **PSD** Protective Service Division of the Department of General Services

C.4 **BACKGROUND**

The Department of General Services (“DGS”) is a DC government agency comprised of more than 700 skilled employees with expertise in the areas of construction, building management and maintenance, portfolio management, sustainability, and security at District-owned properties. The Department is committed to procuring quality goods and services in a timely manner and reasonable cost that support the Departments mission and the responsibility to provide safe and healthy facilities to all owned and or operated buildings throughout the District as ordered under (D.C. Code § 10-551.01(b) (4), The Department of General Services Establishment Act of 2011.).

C.5 **REQUIREMENTS**

C.5.1 **Stock.** The contractor shall maintain sufficient quantities, or maintain a ready source of supply, to provide uniform apparel and gear as specified herein within no more than (30)-days after receipt of new Task Orders. The Contractor shall maintain stock of uniform apparel and gear equal to a minimum of ten percent (10%) of the estimated maximum requirements. At the start of the last month of this Contract and option periods, the stock may decline to five percent (5%) of the estimated maximum annual requirement. For the avoidance of doubt, the Department will ***not*** guarantee the purchase of any remaining stock at the end of the contract or option period term.

C.5.2 **Order Source and Fulfillment.** Contractor shall have the capacity to source and deliver various types of uniform apparel and gear throughout the duration of the contract, on an as-needed basis.

C.5.2.1 Orders are to be shipped complete in accordance with the specifications of each individual Task Order (the “order”) issued and executed by the CO.

C.5.2.1.1 The supplier shall notify the order representative of any suspected and confirmed product backorders.

- C.5.2.1.2** Shipment and order fulfillment delays must be approved in advance by the order representative.
- C.5.2.1.3** If Contractor becomes aware that any order shipment and fulfillment cannot be complete within forty-five (45) calendar days from the date of original order the Department reserves the right to cancel such orders without penalty/cancellation fees.
- C.5.3** **Order Errors.** The Contractor shall remedy any and all errors in executing the orders, (e.g., wrong size, incorrect color etc.) at no cost to the Department.
- C.5.3.1** At no additional cost, the Contractor shall remedy order issues related to garments or gear delivered with flaws, such as fabric issues, ink, loose stitching, or other unsatisfactory workmanship. At a minimum, the Contractor shall exchange and or repair and reship orders within thirty (30)-calendar days from the date such items are returned.
- C.5.4** **Uniform Apparel and Gear Standards and Specifications.** At no additional cost, all gear (e.g., jackets, caps etc.) shall include the embroidery, patch application and or silk screening of the DGS and District of Columbia logos, name and or as specified under each individual Task Order.
- C.5.4.1** Unless otherwise stated in the specifications, all uniform apparel and gear shall be new, unused, and of current stock.
- C.5.4.2** All gear supplied shall be in both male and female styles where appropriate.
- C.5.4.3** Workmanship shall be of first-class commercial quality.
- C.5.5** **Order Process.** DGS will issue individual Task Orders outlining each order specification to include and not limited to, item numbers, quantities, sizes, alteration requirements etc.
- C.5.5.1** All orders will be issued pursuant to a Task Order executed by the Departments CO.
- C.5.5.2** Each Task Order will include “Order Forms” for each employee, clearly specifying at a minimum the following: CLIN, size, color, quantity, measurement and alteration requirements and any embroidery, patch, and or silk-screening requirements.
- C.5.6** **Color, Sizes, Measurements and Alterations.**
- C.5.6.1** **Color.** Each division may select combinations of colors from the manufacturer’s standard colors.
- C.5.6.2** **Sizes.** The Contactor shall maintain an array of sizes including x-small and up-to 4X.
- C.5.6.3** **Measurements.** When appropriate, the Contractor shall have the capabilities, facilities, and equipment necessary to fit any and all employees with the proper size, style, and quantity of apparel and/or shoes specified herein. The Contractor shall also have on hand at their facility qualified personnel to measure and alter uniforms.

C.5.6.4 Fitting/Alterations. When appropriate, the Contractor shall have the capabilities, facilities, and equipment necessary to fit any and all employees with the proper size, style, and quantity of apparel and/or shoes specified herein. The Contractor shall also have on hand at their facility qualified personnel to measure and alter uniforms. The application of all emblems, patches, logos, and labels shall be included with the purchase of all uniform apparel and gear. The official DGS logo will be provided to Contractor. The logo will be used on all articles as required under individual Task Orders. For the avoidance of confusion and notwithstanding anything to the contrary, the Contractor is not authorized to duplicate the Department's (DGS') and the Districts Logos unless authorized to do so under the Contract.

C.5.7 Substitutions. Substitution of brands or models may be considered during the contract period for discontinued items. The Contractor shall not deliver any substitute item as a replacement to an awarded brand or model without express written consent of DGS prior to such delivery. Substitute items must be of equal or better quality than the awarded item. Substitute items shall be considered only in emergency situations and excessive substitution requests may be caused to cancel the contract.

SECTION D PACKAGING AND MARKING

- D.1** To the extent applicable, the packaging and marking requirements for the resultant Contract shall be governed by **Article No. 2**, Shipping Instructions-Consignment, of the Government of the District of Columbia's Department of General Services Standard Contract Provisions (“SCP”) for Supplies and Services Contracts, January 2016 **Attachment J.1**.

SECTION E

INSPECTION AND ACCEPTANCE

- E.1** The inspection and acceptance requirements for the resultant Contract shall be governed by **Article No. 4 and Article No. 5**, Quality, and Inspection of Services, of the Government of the District of Columbia's Department of General Services Standard Contract Provisions (“SCP”) for Supplies and Services Contracts, January 2016 **Attachment J.1**.

SECTION F PERIOD OF PERFORMANCE AND DELIVERABLES

F.1 TERM OF CONTRACT

The term of this Contract shall be for a period beginning from the date the Contract is executed by the Contracting Officer's (CO) signature (as specified on page 1, Block 18A of this Contract) for the period through September 30, 2022.

F.1.2 Letter Contract (*if and where applicable*): It is understood and agreed that certain activities described herein may have been performed while a Letter Contract was in place, and the term of the Letter Contract shall merge into and be superseded by this contract upon its execution by the CO. In this instance, the term of the contract would begin on the effective date of the Letter Contract.

F.2.1 The District may *unilaterally* extend the term of this Contract for a period of four (4), one (1)-year option periods (each an "Option Period"), or successive fractions thereof, by written notice to the Contractor before the expiration of the Contract; provided that the District will give the Contractor preliminary written notice of its intent to extend at least thirty (30) days before the Contract expires. The preliminary notice does not commit the District to an extension. The exercise of any Option Period is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the Contract. For the avoidance of confusion and notwithstanding anything to the contrary, this Contract does not automatically renew.

F.2.1.1 Option Periods of Performance: Each subsequent Option Period shall begin on 1-October and end 30-September of each Fiscal Year Period as illustrated below.

<u>Option Period</u>	<u>Period of Performance</u>
OY1	1-Oct-2022 thru 30-Sep-2023
OY2	1-Oct-2023 thru 30-Sep-2024
OY3	1-Oct-2024 thru 30-Sep-2025
OY4	1-Oct-2025 thru 30-Sep-2026

F.2.2 If the Department exercises an OP, the extended Contract shall be considered to include this option provision.

F.2.3 The price for the option period(s) shall be as specified in the **Section [B.4]** of the contract.

F.2.4 The total duration of this Contract, including the exercise of any options under this clause, shall not exceed five (5) years unless prior to the expiration of a contract, the Chief Procurement Officer determines in writing that it is in the best interest of the District to extend the term beyond the total term specified and provides justification for using a sole source modification in accordance with "Chapter 17 of Title 27 of the DCMR, per 27 DCMR 2005 (Use of Options)".

- F.2.5** The continuation of services through the exercise of an option period is subject to the availability of appropriated funds at the time of the exercise of the option.
- F.2.6** During any option period, the Contract requirements and deliverables remain the same as those of the base period unless changed by way of a Contract Modification issued by the Contracting Officer.
- F.2.7** If the Department exercises an option period, the extended Contract shall be considered to include this entire option clause.
- F.3** **DELIVERABLES**
The Contractor shall perform the activities required to successfully complete the District’s requirements and submit each deliverable to the Contracting Officers Technical Representative (“COTR”) identified in **Section [G.10]** in accordance with the following.
- F.3.1** The Contractor shall submit to the District, as a deliverable, the report described in **Section [H.5.5]** which is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, the District shall not make final payment to the Contractor pursuant to **Section [G.3.2]**.

SECTION G

CONTRACT ADMINISTRATION

G.1 INVOICE PAYMENT

G.1.1 The Department will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this Contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this Contract.

G.1.2 The Department will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

G.2 INVOICE SUBMITTAL

G.2.1 The Contractor shall create and submit payment requests in an electronic format through the DC Vendor Portal, <https://vendorportal.dc.gov>. The E-invoicing vendor helpdesk number (202) 741-5200 and email is dcvendor.help@dc.gov. The Contractor must indicate the proper PO number on all invoices. Properly prepared invoices with the necessary backup shall be paid within thirty (30) days of receipt. Invoices not paid by that date shall bear interest in accordance with the Quick Payment Act.

G.2.2 To constitute a proper invoice, the Contractor shall submit the following information on the invoice.

G.2.2.1 Contractor's name, federal tax ID and invoice date (date invoices as of the date of mailing or transmittal).

G.2.2.2 Contract number and invoice number.

G.2.2.3 Department's Purchase Order (PO) number.

G.2.3.4 Description, price, quantity, and the date(s) that the supplies or services were delivered or performed.

G.2.2.5 Other supporting documentation or information, as required by the Contracting Officer.

G.2.2.6 Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent.

G.2.2.7 Name, title and phone number of the individual preparing the invoice.

G.2.2.8 Name, title, phone number and mailing address of person; if different from the person identified in **Section [G.2.2.6]** to be notified in the event of a defective invoice; and.

G.2.2.9 Authorized signature.

G.3 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT

G.3.1 For contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment must be accompanied by the report or a waiver of compliance discussed in **Section [H.5.7]**.

G.3.2 The District shall not make final payment to the Contractor until the agency Chief Financial Officer (“CFO”) has received the CO’s final determination or approval of waiver of the Contractor’s compliance with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements.

G.4 PAYMENT

G.4.1 PAYMENTS ON PARTIAL DELIVERIES OF GOODS

Unless otherwise specified in this contract, payment will be made on partial deliveries of goods accepted by the District if:

- (a) The CO determines that the amount due on the deliveries warrants it; or
- (b) The Contractor requests it and the amount due on the deliveries is at least \$1,000 or 50 percent of the total Contract price; and
- (c) Presentation of a properly executed invoice.

G.5 ASSIGNMENT OF CONTRACT PAYMENTS

G.5.1 In accordance with 27 DCMR 3250, the Contractor may assign to a bank, trust company, or other financing institution funds due or to become due as a result of the performance of this contract.

G.5.2 Any assignment shall cover all unpaid amounts payable under this Contract and shall not be made to more than one party.

G.5.3 Notwithstanding an assignment of Contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

“Pursuant to the instrument of assignment dated _____, make payment of this invoice to (name and address of assignee).”

G.6 THE QUICK PAYMENT ACT

G.6.1 Interest Penalties to Contractors

G.6.1.1 The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code § 2-221.01 et seq., as amended, for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of at least 1.5% per month. No

interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before the required payment date. The required payment date shall be:

- G.6.1.1.1** The date on which payment is due under the terms of the contract.
- G.6.1.1.2** Not later than 7 calendar days, excluding legal holidays, after the date of delivery of meat or meat food products.
- G.6.1.1.3** Not later than 10 calendar days, excluding legal holidays, after the date of delivery of a perishable agricultural commodity; or
- G.6.1.1.4** 30 calendar days, excluding legal holidays, after receipt of a proper invoice for the amount of the payment due.
- G.6.1.2** No interest penalty shall be due to the Contractor if payment for the completed delivery of goods or services is made on or after:
 - G.6.1.2.1** 3rd day after the required payment date for meat or a meat food product.
 - G.6.1.2.2** 5th day after the required payment date for an agricultural commodity; or
 - G.6.1.2.3** 15th day after any other required payment date.
- G.6.1.3** Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.
- G.6.2** **Payments to Subcontractors**
 - G.6.2.1** The Contractor must take one of the following actions within seven (7) days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under the contract:
 - G.6.2.1.1** Pay the subcontractor(s) for the proportionate share of the total payment received from the District that is attributable to the subcontractor(s) for work performed under the contract; or
 - G.6.2.1.2** Notify the CO and the subcontractor(s), in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.
 - G.6.2.2** The Contractor must pay any subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of at least 1.5% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before the:

- G.6.2.2.1** 3rd day after the required payment date for meat or a meat product.
- G.6.2.2.2** 5th day after the required payment date for an agricultural commodity; or
- G.6.2.2.3** 15th day after any other required payment date.
- G.6.2.3** Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.
- G.6.2.4** A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District is a party. The District may not be interpleaded in any judicial or administrative proceeding involving such a dispute.
- G.6.3** **SubContract requirements.** The Contractor shall include in each subContract under this Contract a provision requiring the subcontractor to include in its Contract with any lower-tier subcontractor or supplier the payment and interest clauses required under paragraphs (1) and (2) of D.C. Official Code § 2-221.02(d).

G.8 CONTRACTING OFFICER (“CO”)

Contracts will be entered into and signed on behalf of the District only by contracting officers. The contact information for the Contracting Officer is:

DOMONIQUE L. BANKS
Contracting Officer, Supervisory Contract Specialist
Department of General Services
2000 14th Street, N.W. | 8th Floor
Telephone: (202) 719-6544
E-mail address: domonique.banks@dc.gov

G.9 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

- G.9.1** The CO is the only person authorized to approve changes in any of the requirements of this contract.
- G.9.2** The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the CO.
- G.9.3** In the event the Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the Contract price to cover any cost increase incurred as a result thereof.

G.10 CONTRACTING OFFICER’S TECHNICAL REPRESENTATIVE (COTR)

- G.10.1** The COTR is responsible for general administration of the Contract and advising the CO as to the Contractor’s compliance or noncompliance with the contract. The COTR has the

responsibility of ensuring the work conforms to the requirements of the Contract and such other responsibilities and authorities as may be specified in the contract. These include:

- G.10.1.1** Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract.
- G.10.1.2** Coordinating site entry for Contractor personnel, if applicable.
- G.10.1.3** Reviewing invoices for completed work and recommending approval by the CO if the Contractor's costs are consistent with the negotiated amounts and progress is satisfactory and commensurate with the rate of expenditure.
- G.10.1.4** Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the District's payment provisions; and
- G.10.1.5** Maintaining a file that includes all Contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.
- G.10.2** The address and telephone number of the COTR *will be provided upon award*:

Kasmin Holt

Chief Special Projects Officer

2000 14th Street NW, 8th Floor | Washington, DC 20002

Phone: 202-545-3023 | Cell: 202-6949783

dearrin.Mickles@dc.gov

- G.10.3** The COTR shall NOT have the authority to:
 - 1. Award, agree to, or sign any contract, delivery order or task order. Only the CO shall make contractual Agreement s, commitments, or modifications.
 - 2. Grant deviations from or waive any of the terms and conditions of the contract.
 - 3. Increase the dollar limit of the Contract or authorize work beyond the dollar limit of the contract,
 - 4. Authorize the expenditure of funds by the Contractor.
 - 5. Change the period of performance; or
 - 6. Authorize the use of District property, except as specified under the contract.
- G.10.4** The Contractor will be fully responsible for any changes not authorized in advance, and in writing, by the CO. The Contractor may be denied compensation or other relief for any additional work performed that is not so authorized by the CO; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

G.11 ORDERING CLAUSE

- G.11.1** Any supplies and services to be furnished under this Contract must be ordered by issuance of delivery orders or Task Orders by the Contracting Officer in the form of **Attachment**

J.5 – Form of Task Order. Such orders may be issued during the term of this Contract. The Contractor is hereby made aware that only the Contracting Officer is authorized to issue Task Orders under the Contract, and the Department shall have no obligation to provide or remit compensation to the vendor for any work, materials, or supplies that the vendor provides contrary, beyond, or outside of that parameter and understanding. The vendor should always take care to receive Task Order instructions from the Contracting Officer, versus any non-authorized personnel of the Department such as the COTR who is not authorized to make change to this Agreement and or any Task Orders issues pursuant to this Agreement.

- G.11.2** All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of a conflict between a delivery order or task order and this contract, the Contract shall prevail.
- G.11.3** There is no limit or maximum on the number of orders/Task Orders that may be issued. The Department may issue Task Orders requiring delivery to multiple destinations or performance at multiple locations. The Department reserves the right, at any time (including after an award hereunder), to either adjust or cancel a Task Order(s).
- G.11.4** The Ordering Maximum values identified in **Section [B.4.5]** are *non-guaranteed* estimated ordering maximums and is not a representation of the District's intent to order up-to or that the maximum ordering values will be required within any give Contract Period, or that conditions affecting the requirements, will be stable or normal. Contractors are *only* guaranteed the stated minimum ordering value of Twenty-five Dollars (\$25.00) during a Contract Period.
- G.11.5** Any order(s) issued during the effective period of this Contract and not completed within that period shall be completed by the Contractor within the time specified in the individual order(s). The Contract shall govern the Contractor's and Department's rights and obligations with respect to any and all order(s) to the same extent as if the order(s) were completed during the Contract's effective period.
- G.11.6** The Contracting Officer may establish Contract delivery or performance schedules on the basis of Contracts containing indefinite delivery provisions (such as term Contracts or federal supply schedules), a specific time for delivery and or performance of services after receipt by the Contractor of each individual Task Order issued under the Contract, thus the period of performance established by the individual task order shall prevail.
- G.11.7** If mailed, a delivery order or task order is considered "issued" when the District deposits the order in the mail. Orders may be issued by facsimile or by electronic commerce methods.
- G.12** **HOURLY RATE CEILING** *RESERVED [Intentionally Omitted]*
- G.13** **RIDER CLAUSE**
- G.13.1** The Mid-Atlantic Purchasing Team (MAPT) is the agreement between the Metropolitan Washington Council of Governments ("MwCOG") and the Baltimore Metropolitan

Council (“BMC”) to aggregate the public entity and non-profit purchasing volumes in the Maryland, Virginia and Washington, D.C. region (“region”).

- G.13.2** A lead agency format is used to accomplish this work. The Lead Agency in this procurement and has included this MAPT Cooperative Rider Clause in this solicitation indicating its willingness to allow other public entities to participate pursuant to the following Terms and Conditions.
- G.13.2.1** Participating entities, through their use of the Cooperative Rider Clause, agree to the terms and conditions of the resulting contract to the extent that they can be reasonably applied to the participating entity.
- G.13.2.2** Participating entities may also negotiate additional terms and conditions specific to their local requirements upon mutual agreement between the parties.
- G.13.3** Other Conditions - Contract and Reporting
 - G.13.3.1** The contract resulting from this solicitation shall be governed by and "construed in accordance with the laws of the State/jurisdiction in which the participating entity officially is located.
 - G.13.3.2** To provide to MWCOG and/or BMC contract usage reporting information, including but not limited to quantity, unit pricing and total volume of sales by entity, as well reporting other participating entities added on the contract, on demand and without further approval of contract participants.
 - G.13.3.3** Contract obligations rest solely with the participating entities only.
 - G.13.3.4** Significant changes in total contract value may result in further negotiations of contract pricing with the lead agency and participating entities.
- G.13.4** In pricing and other conditions, vendors are urged to consider the broad reach and appeal of MAPT with public and non-profit entities in this region.
- G.14.5** A list of the participating members of the Mid-Atlantic Purchasing Team can be found at the following web links:

www.mwcog.org/purchasing-and-bids/cooperative-purchasing/member-links/

<http://www.baltometro.org/our-work/cooperative-purchasing/brcpc-representatives>

SECTION H SPECIAL CONTRACT REQUIREMENTS

H.1 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES

H.1.1 For all new employment resulting from this Contract or subcontracts hereto, as defined in Mayor's Order 83-265 and implementing instructions, the Contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force:

H.1.1.1 At least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.

H.1.2 The Contractor shall negotiate an Employment Agreement with the Department of Employment Services (DOES) for jobs created as a result of this contract. The DOES shall be the Contractor's first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause.

H.2 PREVAILING WAGE

H.2.1 Department of Labor Wage Determinations

The Contractor shall be bound by the *Wage Determination No. 2015-4281, Revision No.: 22, dated 15-March-2022 – Attachment J.2*, issued by the U.S. Department of Labor in accordance with the Service Contract Act, 41 U.S.C. § 351 *et seq.*, and incorporated herein as **Attachment J.2**. The Contractor shall be bound by the wage rates for the term of the Contract subject to revision as stated herein and in accordance with **Article 25 of the SCP**. If an option is exercised, the Contractor shall be bound by the applicable wage rates at the time of the exercise of the option. If the option is exercised and the CO obtains a revised wage determination, the revised wage determination is applicable for the option periods.

H.2.2 Living Wage Act

The Living Wage Act is applicable to this Contract. As such, the Contractor and its subcontractors shall comply with the wage and reporting requirements imposed by that Act – **Attachment J.3**.

H.3 PREGNANT WORKERS FAIRNESS

H.3.1 The Contractor shall comply with the Protecting Pregnant Workers Fairness Act of 2016, D.C. Official Code § 32-1231.01 *et seq.* (PPWF Act).

H.3.2 The Contractor shall not:

(a) Refuse to make reasonable accommodations to the known limitations related to pregnancy, childbirth, related medical conditions, or breastfeeding for an employee, unless the Contractor demonstrates that the accommodation would impose an undue hardship;

(b) Take an adverse action against an employee who requests or uses a reasonable accommodation in regard to the employee's conditions or privileges of employment, including failing to reinstate the employee when the need for reasonable accommodations ceases to the employee's original job or to an equivalent position with equivalent:

- (1) Pay.
- (2) Accumulated seniority and retirement.
- (3) Benefits; and
- (4) Other applicable service credits.

(c) Deny employment opportunities to an employee, or a job applicant, if the denial is based on the need of the employer to make reasonable accommodations to the known limitations related to pregnancy, childbirth, related medical conditions, or breastfeeding;

(d) Require an employee affected by pregnancy, childbirth, related medical conditions, or breastfeeding to accept an accommodation that the employee chooses not to accept if the employee does not have a known limitation related to pregnancy, childbirth, related medical conditions, or breastfeeding or the accommodation is not necessary for the employee to perform her duties;

(e) Require an employee to take leave if a reasonable accommodation can be provided; or

(f) Take adverse action against an employee who has been absent from work as a result of a pregnancy-related condition, including a pre-birth complication.

H.3.3

The Contractor shall post and maintain in a conspicuous place a notice of rights in both English and Spanish and provide written notice of an employee's right to a needed reasonable accommodation related to pregnancy, childbirth, related medical conditions, or breastfeeding pursuant to the PPWF Act to:

- (1) New employees at the commencement of employment.
- (2) Existing employees; and
- (3) An employee who notifies the employer of her pregnancy, or other condition covered by the PPWF Act, within 10 days of the notification.

H.3.4 The Contractor shall provide an accurate written translation of the notice of rights to any non-English or non-Spanish speaking employee.

H.3.5

Violations of the PPWF Act shall be subject to civil penalties as described in the Act.

H.4

UNEMPLOYED ANTI-DISCRIMINATION

H.4.1

The Contractor shall comply with the Unemployed Anti-Discrimination Act of 2012, D.C. Official Code § 32-1361 *et seq.*

H.4.2

The Contractor shall not:

(a) Fail or refuse to consider for employment, or fail or refuse to hire, an individual as an employee because of the individual's status as unemployed; or

(b) Publish, in print, on the Internet, or in any other medium, an advertisement or announcement for any vacancy in a job for employment that includes:

- (1) Any provision stating or indicating that an individual's status as unemployed disqualifies the individual for the job; or
- (2) Any provision stating or indicating that an employment agency will not consider or hire an individual for employment based on that individual's status as unemployed.

H.4.3 Violations of the Unemployed Anti-Discrimination Act shall be subject to civil penalties as described in the Act.

H.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT

H.5.1 For contracts for services in the amount of \$300,000 or more, the Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code § 2-219.01 et seq. (First Source Act).

H.5.2 The Contractor shall enter into and maintain during the term of the contract, a First Source Employment Agreement (Employment Agreement) with the District of Columbia Department of Employment Service's (DOES), in which the Contractor shall agree that:

- (a) The first source for finding employees to fill all jobs created in order to perform the Contract shall be the First Source Register; and
- (b) The first source for finding employees to fill any vacancy occurring in all jobs covered by the Employment Agreement shall be the First Source Register.

H.5.3 The Contractor shall not begin performance of the Contract until its Employment Agreement has been accepted by DOES. Once approved, the Employment Agreement shall not be amended except with the approval of DOES.

H.5.4 The Contractor agrees that at least 51% of the new employees hired to perform the Contract shall be District residents.

H.5.5 The Contractor's hiring and reporting requirements under the First Source Act and any rules promulgated thereunder shall continue for the term of the contract.

H.5.6 The CO may impose penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract, for a willful breach of the Employment Agreement, failure to submit the required hiring compliance reports, or deliberate submission of falsified data.

H.5.7 If the Contractor does not receive a good faith waiver, the CO may also impose an additional penalty equal to 1/8 of 1% of the total amount of the direct and indirect labor costs of the Contract for each percentage by which the Contractor fails to meet its hiring requirements.

- H.5.8** Any contractor which violates, more than once within a 10-year timeframe, the hiring or reporting requirements of the First Source Act shall be referred for debarment for not more than five (5) years.
- H.5.9** The contractor may appeal any decision of the CO pursuant to this clause to the D.C. Contract Appeals Board as provided in Article 14 of the SCP, Disputes **Attachment J.1**.
- H.5.10** The provisions of the First Source Act do not apply to nonprofit organizations which employ 50 employees or less.
- H.6** **DIVERSION, REASSIGNMENT AND REPLACEMENT OF KEY PERSONNEL**
- *RESERVED [Intentionally Omitted]*
- H.7** **AUDITS AND RECORDS** - *RESERVED [Intentionally Omitted]*
- H.8** **ADVISORY AND ASSISTANCE SERVICES** - *RESERVED [Intentionally Omitted]*
- H.9** **SUBCONTRACTING REQUIREMENTS**
- H.9.1** **Mandatory Subcontracting Requirements**
- H.9.1.1** For all contracts in excess of \$250,000, at least 35% of the dollar volume of the Contract shall be subcontracted to qualified small business enterprises (SBEs).
- H.9.1.2** If there are insufficient SBEs to completely fulfill the requirement of paragraph H.9.1.1, then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.
- H.9.1.3** A prime contractor that is certified by DSLBD as a small, local, or disadvantaged business enterprise shall not be required to comply with the provisions of **Sections H.9.1.1** and **[H.9.1.2]**.
- H.9.1.4** Except as provided in H.9.1.5 and H.9.1.7, a prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- H.9.1.5** If the prime contractor is a certified joint venture and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, the CBE member of the certified joint venture shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. If the CBE member of the certified joint venture prime contractor performs less than 50% of the contracting effort, the certified joint venture shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

H.9.1.6 Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.

H.9.1.7 A prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the on-site work with its own organization and resources if the Contract is \$1 million or less.

H.9.2 **Subcontracting Plan**

If the prime contractor is required to subcontract under this contract, it shall submit a subcontracting plan as part of the bid and it may only be amended after award with the prior written approval of the CO and Director of DSLBD. Any reduction in the dollar volume of the subcontracted portion resulting from an amendment of the plan after award shall inure to the benefit of the District.

Each subcontracting plan shall include the following:

- (i) The name and address of each subcontractor;
- (ii) A current certification number of the small or certified business enterprise;
- (iii) The scope of work to be performed by each subcontractor; and
- (iv) The price that the prime contractor will pay each subcontractor.

H.9.3 **Copies of Subcontracts**

Within twenty-one (21) days of the date of award, the Contractor shall provide fully executed copies of all subcontracts identified in the subcontracting plan to the CO, CA, District of Columbia Auditor, and the Director of DSLBD.

H.9.4 **Subcontracting Plan Compliance Reporting**

H.9.4.1 The Contractor shall submit a quarterly report to the CO, CA, District of Columbia Auditor, and the Director of DSLBD. The quarterly report shall include the following information for each subcontract identified in the subcontracting plan:

- (A) The price that the prime contractor will pay each subcontractor under the subcontract;
- (B) A description of the goods procured, or the services subcontracted for;
- (C) The amount paid by the prime contractor under the subcontract; and
- (D) A copy of the fully executed subcontract, if it was not provided with an earlier quarterly report.

H.9.4.2 If the fully executed subcontract is not provided with the quarterly report, the prime contractor will not receive credit toward its subcontracting requirements for that subcontract.

H.9.5 **Annual Meetings**

Upon at least 30-days written notice provided by DSLBD, the Contractor shall meet annually with the CO, CA, District of Columbia Auditor, and the Director of DSLBD to provide an update on its subcontracting plan.

H.9.6 **Notices**

The Contractor shall provide written notice to the DSLBD and the District of Columbia Auditor upon commencement of the contract and when the contract is completed.

H.9.7 **Enforcement and Penalties for Breach of Subcontracting Plan**

H.9.7.1 A contractor shall be deemed to have breached a subcontracting plan required by law, if the contractor (i) fails to submit subcontracting plan monitoring or compliance reports or other required subcontracting information in a reasonably timely manner; (ii) submits a monitoring or compliance report or other required subcontracting information containing a materially false statement; or (iii) fails to meet its subcontracting requirements.

H.9.7.2 A contractor that is found to have breached its subcontracting plan for utilization of CBEs in the performance of a contract shall be subject to the imposition of penalties, including monetary fines in accordance with D.C. Official Code § 2-218.63.

H.9.7.3 If the CO determines the Contractor’s failure to be a material breach of the contract, the CO shall have cause to terminate the contract under the default provisions in **clause 8 of the SCP, Default.**

H.10 **FAIR CRIMINAL RECORD SCREENING - *RESERVED [Intentionally Omitted]***

H.11 **DISTRICT RESPONSIBILITIES - *RESERVED [Intentionally Omitted]***

H.12 **CONTRACTOR RESPONSIBILITIES**

H.12.1 At all times and during performance under this Contract, the Contractor shall be responsible to the Department for any and all acts and omissions of the Contractor’s agents, employees, subcontractors, sub-subcontractors, material suppliers, and laborers, and the agents and employees of the subcontractors, sub-subcontractors, material suppliers and laborers performing or supplying work in connection with the project/services.

H.12.2 The Contractor shall be responsible for providing services and supplies in accordance with the requirements of this Contract.

H.12.3 The Contractor shall be responsible for obtaining any and all licenses and permits, unless otherwise stated herein necessary for the performance of this Contract.

H.12.4 The Contractor shall furnish all equipment needed for the performance of the work under the resultant contract. All equipment must be properly guarded and meet all applicable OSHA standards.

H.12.5 The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work and shall hold the District harmless for any action on his part or that of his employees or subcontractors, which results in illness, injury, or death.

H.12.8 **Bond Requirements - *RESERVED [Intentionally Omitted]***

H.12.9 **Allowable Subcontracting Requirements - *RESERVED [Intentionally Omitted]***

H.12.10 **Staff Attire and Identification - *RESERVED [Intentionally Omitted]***

H.12.11 **Safety Requirements - *if and where applicable***

H.12.11.1 The Contractor shall be responsible for complying with all applicable District and Federal rules, regulations and practices relating to safety on the job site; for all injury to persons or damage to property that occurs as a result of the Contractor's negligence and shall take proper safety and health precautions to protect the work, the workers, the tenants and District property; and for all materials delivered and work performed until completion and acceptance of the entire work in writing by the COTR.

H.13 ANTI-DEFICIENCY ACTS

The obligations and responsibilities of the Department under the terms of the Contract, or any subsequent Agreement entered into pursuant to this Contract or referenced herein (to which the Department is a party), are and shall remain subject to the provisions of: (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349-1351, 1511-1519 (2004) (the “**Federal ADA**”), and D.C. Official Code §§ 1-206.03(e) and 47-105 (2001); (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01 – 355.08 (2004 Supp.)(the “**D.C. ADA**” and (i) and (ii) collectively, as amended from time to time, the “**Anti- Deficiency Acts**”); and (iii) Section 446 of the District of Columbia Home Rule Act, D.C. Official Code § 1-204.46 (2001). Pursuant to the Anti-Deficiency Acts, nothing in this Agreement shall create an obligation of the Department in anticipation of an appropriation by Congress for such purpose, and the Department’s legal liability for payments and other charges under this Contract shall not arise or obtain in advance of the lawful availability of appropriated funds for the applicable fiscal year as approved by Congress. **IN ACCORDANCE WITH § 446 OF THE HOME RULE ACT, D.C. CODE § 1-204.46, NO DISTRICT OF COLUMBIA OFFICIAL IS AUTHORIZED TO OBLIGATE OR EXPEND ANY AMOUNT UNDER THE AGREEMENT OR CONTRACT UNLESS SUCH AMOUNT HAS BEEN APPROVED, IS LAWFULLY AVAILABLE AND APPROPRIATED BY ACT OF CONGRESS.**

H.14 FREEDOM OF INFORMATION ACT

The District of Columbia Freedom of Information Act, at *D.C. Official Code § 2-532 (a-3)*, requires the District to make available for inspection and copying any record produced

or collected pursuant to a District Contract with a private contractor to perform a public function, to the same extent as if the record were maintained by the agency on whose behalf the Contract is made. If the Contractor receives a request for such information, the Contractor shall immediately send the request to the COTR designated in **Section [G.10]** who will provide the request to the FOIA Officer for the agency with programmatic responsibility in accordance with the D.C. Freedom of Information Act. If the agency with programmatic responsibility receives a request for a record maintained by the Contractor pursuant to the contract, the COTR will forward a copy to the Contractor. In either event, the Contractor is required by law to provide all responsive records to the COTR within the timeframe designated by the COTR. The FOIA Officer for the agency with programmatic responsibility will determine the releasability of the records. The District will reimburse the Contractor for the costs of searching and copying the records in accordance with *D.C. Official Code §2-532* and Chapter 4 of Title 1 of the *D.C. Municipal Regulations*.

H.15 SECTION 504 OF THE REHABILITATION ACT OF 1973, as amended.

During the performance of the contract, the Contractor and any of its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against disabled people in federally funded program and activities. **See 29 U.S.C. §794 et seq.**

H.16 AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

During the performance of this contract, the Contractor and any of its subcontractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. **See 42 U.S.C. §12101 et seq.**

H.17 WAY TO WORK AMENDMENT ACT OF 2006

H.17.1 Except as described in **Section [H.17.8]** below, the Contractor shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. Law 16-118, D.C. Official Code §2-220.01 *et seq.*) (“Living Wage Act of 2006”), for contracts for services in the amount of \$100,000 or more in a 12-month period.

H.17.2 The Contractor shall pay its employees and subcontractors who perform services under the Contract no less than the current living wage.

H.17.3 The Contractor shall include in any subContract for \$15,000 or more a provision requiring the subcontractor to pay its employees who perform services under the Contract no less than the current living wage rate.

H.17.4 The DOES may adjust the living wage annually and Contractor will find the current living wage rate on its website at www.does.dc.gov.

H.17.5 The Contractor shall provide a copy of the Fact Sheet attached as **Attachment J.3** to each employee and subcontractor who performs services under the contract. The Contractor shall also post the Notice attached as **Attachment J.3** in a conspicuous place in its place

of business. The Contractor shall include in any subContract for \$15,000 or more a provision requiring the subcontractor to post the Notice in a conspicuous place in its place of business.

H.18.6 The Contractor shall maintain its payroll records under the Contract in the regular course of business for a period of at least three (3) years from the payroll date, and shall include this requirement in its subcontracts for \$15,000 or more under the contract.

H.18.7 The payment of wages required under the Living Wage Act of 2006 shall be consistent with and subject to the provisions of *D.C. Official Code §32-1301 et seq.*

H.18.8 The requirements of the Living Wage Act of 2006 do *not* apply to:

- (1) Contracts or other Agreement s that are subject to higher wage level determinations required by federal law.
- (2) Existing and future collective bargaining Agreement s, provided, that the future collective bargaining Agreement results in the employee being paid no less than the established 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 Agreement s 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 of 2006;
- (6) An employee under 22 years of age employed during a school vacation period, or enrolled as a 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 of 2006.
- (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.
- (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 Agreement s 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 mentally retarded persons as those terms are defined in section 2 of the Healthcare 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*); and
- (10) Contracts or other Agreement s between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

H.18.9

The Mayor may exempt a contractor from the requirements of the Living Wage Act of 2006, subject to the approval of Council, in accordance with the provisions of Section 109 of the Living Wage Act of 2006

SECTION I CONTRACT CLAUSES

I.1 GOVERNING LAW

This Contract, and any disputes arising out of or related to this Contract, shall be governed by, and construed in accordance with, the laws of the District of Columbia.

I.2 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for use with District of Columbia Government, Department of General Services Supplies and Services Contracts dated January 14, 2016 (SCP) are incorporated as part of the contract.

I.3 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this Contract beyond the current fiscal year is contingent upon future fiscal appropriations.

I.4 CONTRACTS IN EXCESS OF ONE MILLION DOLLARS

Any Contract in excess of \$1,000,000 shall not be binding or give rise to any claim or demand against the District until approved by the Council of the District of Columbia and signed by the Contracting Office.

I.5 CONTINUITY OF SERVICES

I.5.1 The Contractor recognizes that the services provided under this Contract are vital to the District of Columbia and must be continued without interruption and that, upon Contract expiration or termination, a successor, either the District or another contractor, at the District's option, may continue to provide these services. To that end, the Contractor shall:

I.5.1.1 Furnish phase-out, phase-in (transition) training; and

I.5.1.2 Exercise its best efforts and cooperation to affect an orderly and efficient transition to a successor.

I.5.2 The Contractor shall, upon the Contracting Officer's written notice:

I.5.2.1 Furnish phase-in, phase-out services for up to ninety (90) days after this Contract expires and

I.5.2.2 Negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan and shall be subject to the Contracting Officer's approval.

I.5.3 The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this Contract are maintained at the required level of proficiency.

I.5.4 The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

I.5.5 Only in accordance with a modification issued by the Contracting Officer, the Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after Contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract

I.6 CONFIDENTIALITY OF INFORMATION

The Contractor shall keep all information relating to any employee or customer of the District in absolute confidence and shall not use the information in connection with any other matters; nor shall it disclose any such information to any other person, firm or corporation, in accordance with the District and Federal laws governing the confidentiality of records.

I.7 ESTIMATED QUANTITIES

It is the intent of the District to secure a Contract for all of the needs of the designated agencies for items specified herein which may occur during the Contract term. The District agrees that it will purchase its requirements of the articles or services included herein from the Contractor. Articles or services specified herein have a history of repetitive use in the District agencies. The estimated quantities stated in the Contract reflect the best estimates available. They shall not be construed to limit the quantities which may be ordered from the Contractor by the District or to relieve the Contractor of his obligation to fill all such orders. Orders will be placed from time to time if and when needs arise for delivery, all charges prepaid, to the ordering agency. The District does not guarantee to order any specific quantities of any item(s) or work hours of service

I.8 DISPUTES

All disputes arising under or relating to the Contract shall be resolved as provided in the Standard Contract Provisions for use with District of Columbia Department of General Services Supplies and Services Contracts dated January 14, 2016 (“SCP”), Article 14: Disputes **Attachment J.1.**

I.9

CHANGES

- (a) The CO may, at any time, by written order, and without notice to the surety, if any, make changes in the Contract within the general scope hereof. If such change COTR uses an increase or decrease in the cost of performance of the Contract, or in the time required for performance, an equitable adjustment shall be made. Any claim for adjustment for a change within the general scope must be asserted within ten (10) days from the date the change is ordered; provided, however, that the CO, if he or she determines that the facts justify such action, may receive, consider, and adjust any such claim asserted at any time prior to the date of final settlement of the Contract. If the parties fail to agree upon the adjustment to be made, the dispute shall be determined as provided in **Section [I.8] - Disputes**.
- (b) The District shall not require the Contractor, and the Contractor shall not require a subcontractor, to undertake any work that is beyond the original scope of the Contract or subcontract, including work under a District-issued change order, when the additional work increases the Contract price beyond the not-to-exceed price of this Contract, unless the CO:
 - (1) Agrees with Contractor, and if applicable, the subcontractor on a price for the additional work;
 - (2) Obtains a certification of funding to pay for the additional work.
 - (3) Makes a written, binding commitment with the Contractor to pay for the additional work within 30-days after the Contractor submits a proper invoice; and
 - (4) Provides the Contractor with written notice of the funding certification.
- (c) The Contractor shall include in its subcontracts a clause that requires the Contractor to:
 - (1) Within 5 business days of its receipt of notice the approved additional funding, provide the subcontractor with notice of the amount to be paid to the subcontractor for the additional work to be performed by the subcontractor.
 - (2) Pay the subcontractor any undisputed amount to which the subcontractor is entitled for the additional work within 10 days of receipt of payment from the District, and
 - (3) Notify the subcontractor and CO in writing of the reason the Contractor withholds any payment from a subcontractor for the additional work.

- (d) Neither the District, Contractor, nor any subcontractor may declare another party to be in default, or assess, claim, or pursue damages for delays, until the parties agree on a price for the additional work.

I.10 NON-DISCRIMINATION CLAUSE

I.10.1 The Contractor shall not discriminate in any manner against any employee or applicant for employment that would constitute a violation of the District of Columbia Human Rights Act, effective December 13, 1977, as amended (D.C. Law 2-38; D.C. Official Code § 2-1401.01 *et seq.*) (“Act”, as used in this clause.) The Contractor shall include a similar clause in all subcontracts, except subcontracts for standard commercial supplies or raw materials. In addition, the Contractor agrees, and any subcontractor shall agree, to post in conspicuous places, available to employees and applicants for employment, a notice setting forth the provisions of this non-discrimination clause as provided in section 251 of the Act.

I.10.2 Pursuant to Mayor’s Order 85-85, (6/10/85), Mayor’s Order 2002-175 (10/23/02), Mayor’s Order 2011-155 (9/9/11) and the rules of the Office of Human Rights, Chapter 11 of Title 4 of the D.C. Municipal Regulations, the following clauses apply to the Contract:

I.10.3 The Contractor shall not discriminate against any employee or applicant for employment because of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or credit information. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited by the Act.

I.10.4 The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or credit information. The affirmative action shall include, but not be limited to the following:

- a) employment, upgrading or transfer.
- b) recruitment, or recruitment advertising.
- c) demotion, layoff, or termination.
- d) rates of pay, or other forms of compensation, and
- e) selection for training and apprenticeship.

I.10.5 The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting agency, setting forth

the provisions in paragraphs I.10.3 and I.10.4 concerning non-discrimination and affirmative action.

I.10.6 The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment pursuant to the non-discrimination requirements set forth in paragraph I.10.4.

I.10.7 The Contractor agrees to send to each labor union or representative of workers with which it has a collective bargaining Agreement or other Contract or understanding, a notice to be provided by the Contracting agency, advising the said labor union or workers' representative of that Contractor's commitments under this nondiscrimination clause and the Act, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

I.10.8 The Contractor agrees to permit access to its books, records, and accounts pertaining to its employment practices, by the Chief Procurement Officer or designee, or the Director of the Office of Human Rights or designee, for purposes of investigation to ascertain compliance with the Act, and to require under terms of any subcontractor Agreement each subcontractor to permit access of such subcontractors' books, records, and accounts for such purposes.

I.10.9 The Contractor agrees to comply with the provisions of the Act and with all guidelines for equal employment opportunity applicable in the District adopted by the Director of the Office of Human Rights, or any authorized official.

I.10.10 The Contractor shall include in every subContract the equal opportunity clause, i.e., paragraphs I.10.3 through I.10.11 of this clause, so that such provisions shall be binding upon each subcontractor.

I.10.11 The Contractor shall take such action with respect to any subContract as the CO may direct as a means of enforcing these provisions, including sanctions for noncompliance; provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Contracting agency, the Contractor may request the District to enter into such litigation to protect the interest of the District

I.11 **RIGHTS IN DATA** (*where and when applicable*)

A. Definitions

1. "Products" - A deliverable under any Contract that may include commodities, services and/or technology furnished by or through Contractor, including existing and custom Products, such as, but not limited to: a) recorded information, regardless of form or the media on which it may be recorded; b) document research; c) experimental, developmental, or engineering work; d) licensed software; e) components of the hardware environment; f) printed materials

(including but not limited to training manuals, system and user documentation, reports, drawings); g) third party software; h) modifications, customizations, custom programs, program listings, programming tools, data, modules, components; and i) any intellectual property embodied therein, whether in tangible or intangible form, including but not limited to utilities, interfaces, templates, subroutines, algorithms, formulas, source code, and object code.

2. “Existing Products” - Tangible Products and intangible licensed Products that exist prior to the commencement of work under the contract. Existing Products must be identified on the Product prior to commencement of work or else will be presumed to be Custom Products.

3. “Custom Products” - Products, preliminary, final or otherwise, which are created or developed by Contractor, its subcontractors, partners, employees, resellers or agents for the District under the contract.

4. “District” – The District of Columbia and its agencies.

B. Title to Project Deliverables

The Contractor acknowledges that it is commissioned by the District to perform services detailed in the contract. The District shall have ownership and rights for the duration set forth in the Contract to use, copy, modify, distribute, or adapt Products as follows:

1. Existing Products: Title to all Existing Licensed Product(s), whether or not embedded in, delivered, or operating in conjunction with hardware or Custom Products, shall remain with Contractor or third-party proprietary owner, who retains all rights, title, and interest (including patent, trademark or copyrights). Effective upon payment, the District shall be granted an irrevocable, non-exclusive, worldwide, paid-up license to use, execute, reproduce, display, perform, adapt (unless Contractor advises the District as part of Contractor’s Bid that adaptation will violate existing Agreement s or statutes and Contractor demonstrates such to the District’s satisfaction), and distribute Existing Product to District users up to the license capacity stated in the Contract with all license rights necessary to fully effect the general business purpose of the project or work plan or contract. Licenses shall be granted in the name of the District. The District agrees to reproduce the copyright notice and any other legend of ownership on any copies authorized under this paragraph.

2. Custom Products: Effective upon Product creation, Contractor hereby conveys, assigns, and transfers to the District the sole and exclusive rights, title, and interest in Custom Product(s), whether preliminary, final or otherwise, including all patent, trademark and copyrights. Contractor hereby agrees to take all necessary and appropriate steps to ensure that the Custom Products are protected against unauthorized copying, reproduction, and marketing by or through Contractor.

C. Transfers or Assignments of Existing or Custom Products by the District

The District may transfer or assign Existing or Custom Products and the licenses thereunder to another District agency. Nothing herein shall preclude the Contractor from otherwise using the related or underlying general knowledge, skills, ideas, concepts, techniques, and experience developed under a project or work plan during Contractor's business.

D. Subcontractor Rights

Whenever any data, including computer software, are to be obtained from a subcontractor under the contract, the Contractor shall use this clause, **Rights in Data**, in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the District's or the Contractor's rights in that subcontractor data or computer software which is required for the District.

E. Source Code Escrow

1. For all computer software furnished to the District with the rights specified in section B.2, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope as specified in section B.2 of this clause. For all computer software furnished to the District with the restricted rights specified in section B.1 of this clause, the District, if the Contractor either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under the Contract or any paid-up maintenance Agreement , or if the Contractor should be declared insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the current version of the source code supplied under the contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.

2. If the Contractor or Product manufacturer/developer of software furnished to the District with the rights specified in section B.1 of this clause offers the source code or source code escrow to any other commercial customers, the Contractor shall either: (1) provide the District with the source code for the Product; (2) place the source code in a third party escrow arrangement with a designated escrow agent who shall be named and identified to the District, and who shall be directed to release the deposited source code in accordance with a standard escrow arrangement acceptable to the District; or (3) will certify to the District that the Product manufacturer/ developer has named the District as a named beneficiary of an established escrow arrangement with its designated escrow agent who shall be named and identified to the District, and who shall be directed to release the deposited source code in accordance with the terms of escrow.

3. The Contractor shall update the source code, as well as any corrections or enhancements to the source code, for each new release of the Product in the same manner as provided above and certify such updating of escrow to the District in writing.

F. Indemnification and Limitation of Liability

The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.

I.12 OTHER CONTRACTORS

The Contractor shall not commit or permit any act that will interfere with the performance of work by another District contractor or by any District employee.

I.13 SUBCONTRACTS

The Contractor hereunder shall not subContract any of the Contractor's work or services to any subcontractor without the prior written consent of the CO. Any work or service so subcontracted shall be performed pursuant to a subContract Agreement, which the District will have the right to review and approve prior to its execution by the Contractor. Any such subContract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subContract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

I.14 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. Should the Contractor decide to engage a subcontractor for segments of the work under this contract and wish to propose different insurance requirements than outlined below, then, prior to commencement of work by the subcontractor, the Contractor shall submit in writing the name and brief description of work to be performed by the subcontractor on the Subcontractors Insurance Requirement Template provided by the CA, to the Office of Risk Management (ORM). ORM will determine the insurance requirements applicable to the subcontractor and promptly deliver such requirements in writing to the Contractor and the CA. The Contractor must provide proof of the subcontractor's required insurance prior to commencement of work by the subcontractor. If the Contractor decides to engage a subcontractor without requesting from ORM specific

insurance requirements for the subcontractor, such subcontractor shall have the same insurance requirements as the Contractor.

General liability, commercial auto, workers' compensation, and property insurance policies (if applicable to this agreement) 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 Contractor and subcontractors.

B. INSURANCE REQUIREMENTS

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 paragraphs 1,2 and 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

4. 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. Limits may not be shared with other lines of coverage. A copy of the cyber liability policy must be submitted to the Office of Risk Management (ORM) for compliance review.
5. 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) \$5,000,000 per occurrence and

\$5,000,000 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.

C. 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.

D. 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.

E. 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.

F. 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.

G. 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.

H. 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.

I. 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 via email:

The Government of the District of Columbia

And Emailed to the attention of:

Domonique L. Banks c/o Ashley Willis

Main: (202) 365-6721 | ashley.willis@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).

- J. **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.
- K. **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 District.

I.15 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, "on compliance with Equal Opportunity Requirements in District government contracts," each Bidder shall submit the forms for completion of the Equal Employment Opportunity Information Report incorporated herein as **Attachment J.22**. Failure to comply with the implementing rules shall result in rejection of the respective bid. An award cannot be made to any Bidder who has not satisfied the equal employment requirements.

I.16 CONFIDENTIALITY OF INFORMATION

The Contractor shall keep all information relating to any employee or customer of the District in absolute confidence and shall not use the information in connection with any other matters; nor shall it disclose any such information to any other person, firm or corporation, in accordance with the District and federal laws governing the confidentiality of records.

I.17 TIME

Time, if stated in a number of days, will include Saturdays, Sundays, and holidays, unless otherwise stated herein

I.18**ORDER OF PRECEDENCE**

The Contract awarded as a result of this CONTRACT will contain the following clause:

A conflict in language shall be resolved by giving precedence to the document in the highest order of priority that contains language addressing the issue in question. The following documents are incorporated into the Contract by reference and made a part of the Contract in the following order of precedence:

- (1) An applicable Court Order, if any
- (2) Contract document
- (3) Department of General Services Standard Contract Provisions for Services and Supplies dated January 2016
- (4) Contract attachments other than the Standard Contract Provisions
- (5) Contract, as amended
- (6) Bid

SECTION J ATTACHMENTS

The following list of attachments is incorporated by reference

ATTACHMENT NUMBER	DOCUMENT	REFERENCE/ COMPLIANCE
EXHIBITS TO THE CONTRACT		
J.1	Government of the District of Columbia’s Department of General Services Standard Contract Provisions (“SCP”) for Supplies and Services Contracts, January 2016	<i>Ref.</i>
J.2	U.S. Department of Labor Wage Determination 2015-4281, Revision 22 Dated 15-March-2022	<i>Ref.</i>
J.3	Way to Work Amendment Act of 2006 - Living Wage Notice & Fact Sheet	<i>Ref.</i>
J.4	Form of Invoice	<i>Ref.</i>
J.5	Form of Task Order	<i>Ref.</i>
J.6	Mayor’s Order 2021-099 COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees	<i>Ref.</i>
J.7	City Administrator’s Order No. 2021-4 Resumption of Requirement for All Persons to Wear a Mask Inside District Government Buildings and while as a District Government Employee or Contractor	<i>Ref.</i>
J.8	FQA Application of Mayor’s Order 2021-099 To Contractors and Grantees	<i>Ref.</i>
J.9	Vendor Bid/Proposal Submission Portal Instructions	<i>Ref.</i>
J.10	<i>RESERVED [Intentionally Omitted]</i>	<i>Ref.</i>
J.11	<i>RESERVED [Intentionally Omitted]</i>	<i>Ref.</i>
J.12	<i>RESERVED [Intentionally Omitted]</i>	<i>Ref.</i>
J.13	<i>RESERVED [Intentionally Omitted]</i>	<i>Ref.</i>
J.14	<i>RESERVED [Intentionally Omitted]</i>	<i>Ref.</i>
J.15	<i>RESERVED [Intentionally Omitted]</i>	<i>Ref.</i>
J.16	<i>RESERVED [Intentionally Omitted]</i>	<i>Ref.</i>
J.17	<i>RESERVED [Intentionally Omitted]</i>	<i>Ref.</i>
REQUIRED COMPLIANCE DOCUMENT		
J.18	Bidder/Offer Certification <i>revised September 2021</i>	COMPLIANCE
J.19	Department of Employment Services First Source Employment Agreement	COMPLIANCE
J.20	Department of Employment Services First Source Employment Plan	COMPLIANCE
J.21	DSLBD SBE Subcontracting Plan Form	COMPLIANCE
J.22	Equal Employment Opportunity Employer Information Report and Mayor’s Order 85-85	COMPLIANCE
J.23	Certificate of Clean Hands – https://mytax.dc.gov/ /	COMPLIANCE
J.24	Bid Form Price/Cost Schedule	BID

SECTION K REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 Bidder/Offeror Certification Form **Attachment J.18**

K.2 **WALSH-HEALEY ACT**

If this Contract is for the manufacture or furnishing of materials, supplies, articles or equipment in an amount that exceeds or may exceed \$10,000, and is subject to the Walsh-Healey Public Contracts Act, as amended (41 U.S.C. §§ 35-45) (the “Act”, as used in this section), the following terms and conditions apply:

- (a) All representations and stipulations required by the Act and regulations issued by the Secretary of Labor (41 CFR 50-201.3) are incorporated by reference. These representations and stipulations are subject to all applicable rulings and interpretations of the Secretary of Labor that are now, or may hereafter, be in effect.
- (b) All employees whose work relates to this Contract shall be paid not less than the minimum wage prescribed by regulations issued by the Secretary of Labor (41 CFR 50-202.2) (41 U.S.C. §40). Learners, student learners, apprentices, and handicapped workers may be employed at less than the prescribed minimum wage (see 41 CFR 50-202.3) to the same extent that such employment is permitted under Section 14 of the Fair Labor Standards Act (29 U.S.C. §214).

K.3 **CERTIFICATION REGARDING A DRUG-FREE WORKPLACE (JULY 1990)**

K.3.1 Definitions. As used in this provision:

K.3.1.1 **Controlled substance:** means a controlled substance in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. § 812) and as further defined in regulation at 21 CFR 1308.11 - 1308.15.

K.3.1.2 **Conviction:** means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

K.3.1.3 **Criminal drug statute:** means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, possession or use of any controlled substance.

K.3.1.4 **Drug-free workplace:** means the site(s) for the performance of work done by the Contractor in connection with a specific Contract at which employees of the Contractor are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

K.3.1.5 **Employee:** means an employee of a contractor directly engaged in the performance of work under a District contract. “Directly engaged” is defined to include all direct cost

employees and any other contractor employee who has other than a minimal impact or involvement in Contract performance.

K.3.1.6 Individual: means an offeror/contractor that has no more than one employee including the offeror/contractor.

K.3.2 The Contractor, if other than an individual, shall within 30 days after award (unless a longer period is agreed to in writing for contracts of 30 days or more performance duration), or as soon as possible for contracts of less than 30 days performance duration:

- (1) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
- (2) Establish an ongoing drug-free awareness program to inform such employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The Contractor's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (3) Provide all employees engaged in performance of the Contract with a copy of the statement required by **Section [K.3.2(1)]** of this clause;
- (4) Notify such employees in writing in the statement required by **Section [K.3.2(1)]** of this clause that, as a condition of continued employment on this contract, the employee will:
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of the employee's conviction under a criminal drug statute for a violation occurring in the workplace no later than 5 days after such conviction.
- (5) Notify the CO in writing within 10 days after receiving notice under **Section [K.3.2(4)(b)]** of this clause, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee.
- (6) Within 30 days after receiving notice under **Section [K.3.2(4)(b)]** of this clause of a conviction, take one of the following actions with respect to any employee who is convicted of a drug abuse violation occurring in the workplace:
 - a. Take appropriate personnel action against such employee, up to and including termination; or
 - b. Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; and

(7) Make a good faith effort to maintain a drug-free workplace through implementation of **Section [K.3.2 (1)]** through **[K.3.2 (6)]** of this clause.

K.3.3 The Contractor, if an individual, agrees by award of the Contract or acceptance of a purchase order, not to engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while performing this contract.

K.3.4 In addition to other remedies available to the District, the Contractor's failure to comply with the requirements of **Sections [K.3.2] or [K.3.3]** of this clause may render the Contractor subject to suspension of Contract payments, termination of the Contract for

SECTION L

INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

L.1 METHOD OF AWARD

L.1.1 The District reserves the right to accept/reject any/all bids resulting from this solicitation. The CO may reject all bids or waive any minor informality or irregularity in bids received whenever it is determined that such action is in the best interest of the District.

L.1.2 The District intends to award a single Contract resulting from this solicitation to the responsive and responsible bidder who has the lowest evaluated bid.

L.2 PREPARATION AND SUBMISSION OF BIDS

L.2.1 This solicitation will be conducted electronically using the Department's Vendor Bid/Proposal Submission Portal Website. To be considered, a bidder must submit its bid via the Vendor Bid/Proposal Submission Portal Website before the closing date and time. Paper, telephonic, telegraphic, and facsimile bids will not be accepted.

L.2.1.1 **Vendor Bid/Proposal Submission Portal web address:**
[DGS Vendor Submission Portal Hyperlink](https://octo.quickbase.com/db/bq7rujdk2?a=dbpage&pageID=2)
<https://octo.quickbase.com/db/bq7rujdk2?a=dbpage&pageID=2>

L.2.2 All compliance documents shall be submitted as a .pdf file and the bid form(s) shall be completed and submitted substantially in form of **Attachment J.9** *in the original Microsoft™ .xml format*. The District will not be responsible for corruption of any file submitted. If the submitted file cannot be viewed and printed as submitted, it will not be considered.

L.2.3 The District will reject as non-responsive any bid that fails to conform in any material respect to the IFB.

L.2.4 Bidders shall make no changes to the requirements set forth in the solicitation.

L.2.5 The bidder must bid on all CLINs to be considered for this award. Failure to bid on all CLINs, for the base period and all option periods will render the bid non-responsive and disqualify a bid.

L.2.6 Offerors shall complete, sign, and submit all Representations, Certifications, Compliance Documents and Acknowledgments as appropriate.

L.2.7 Each [Compliance Document](#) must be complete, prepared and organized into a .pdf document:

- i.* Section A – Award Page *signed*
- ii.* Bidder/Offeror Certification revised *September 2021* – **Attachment J.18**
- iii.* DOES 1st Source Agreement – **Attachment J.19**
- iv.* DOES 1st Source Employment Plan – **Attachment J.20**

- v. DSLBD SubContracting Plan Form – **Attachment J.21**
- vi. DOES EEO Policy and Report – **Attachment J.22**
- vii. Certificate of District City-wide Clean Hands
The taxpayer must self-generate and provide the agencies with the Clean Hands Certificate from the OTR self-service portal located at – mytax.dc.gov

L.3 FAMILIARIZATION WITH CONDITIONS

Bidders shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties which may be encountered and the conditions under which the work is to be accomplished. Bidders will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

L.4 QUESTIONS ABOUT THE SOLICITATION

If a prospective Bidder has any questions relating to this solicitation, the prospective Bidder shall submit the question(s) to the attention of the Contract Specialist, Ashley Willis through the *Departments’ Bid/Proposal Submission Portal* [[Instructions for use of the portal can be found in Attachment J.9](#)]. The prospective offeror should submit questions no later than *close of business on Monday, January 31, 2022, sixteen (16)-days* prior to the closing date and time indicated for this solicitation in **Section [L.11.1.1]**. The District may not consider any questions received less than *sixteen (16)-days* before the date set for submission of Bids. The District will furnish responses via addenda issued to the solicitation and posted to the Department’s Solicitation Web page found at <https://dgs.dc.gov/page/dgs-solicitations>. An amendment to the solicitation will be issued only if the CO decides that information is necessary in submitting offers, or if the lack of it would be prejudicial to any prospective offeror. Oral explanations or instructions given by District officials before the award of the Contract will not be binding.

It is each potential Offeror’s responsibility to frequently visit DGS’ Contracts & Procurement website at: <http://dgs.dc.gov/page/dgs-solicitations> to obtain any and all addenda issued once they have received a copy or downloaded a copy of the solicitation.

L.5 PRE-BID CONFERENCE

A Pre-Bid *Webinar Event* will be held at *2:00 p.m. EST on Friday, January 28, 2021*

Event link:

<https://dcnet.webex.com/dcnet/j.php?MTID=m1bd3a51a23fef91e289fc8830d7839f7>

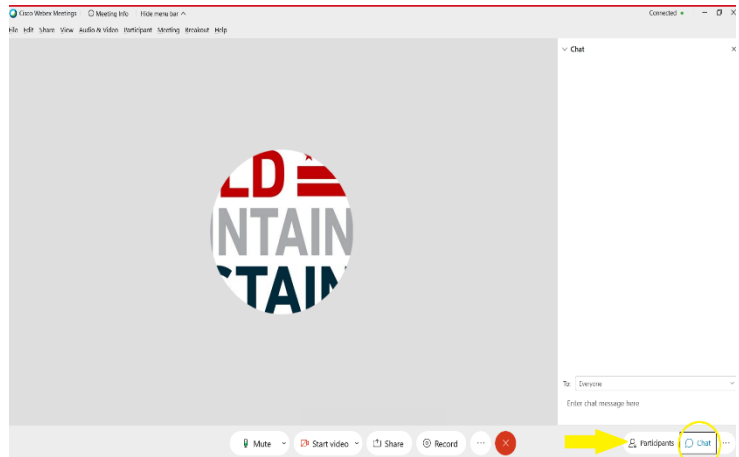
Event No.: 2302 700 5937
Event Password: QmPyW2RAy33 *Case Sensitive*
Join by Phone: +1-202-860-2110 United States Toll (Washington D.C.)
 1-650-479-3208 Call-in number (US/Canada)
Access Code: 2302 700 5937

L.5.1 If the Webinar has not started yet, you will be placed in a queue until the host starts the webcast. If you join the call after it has started, the system will automatically join you to

the call; an audible beep will come over the line to indicate a new participant has joined. To exit the Webinar, simply hang up and or exit.

L.5.2

Prospective Bidders will be given an opportunity to ask questions regarding this solicitation during the Webinar by using the virtual chat room feature (see example diagram). The purpose of the Webinar is to provide a structured and formal opportunity for the District to accept questions from Offerors on the solicitation document as well as clarify the contents of the solicitation.



L.5.2.1

*During the pre-bid conference, impromptu questions will be permitted, and spontaneous answers will be provided at the District's discretion. Verbal answers given at the pre-bid conference are only intended for general discussion and do not represent the District's final position. All oral questions must be submitted in writing following the close of the pre-bid conference but no later than **Monday, January 31, 2022, three (3) days following the pre-bid conference in order to generate an official answer.** The District will furnish responses via addenda issued to the solicitation and posted to the Department's Solicitation Web page found at <https://dgs.dc.gov/page/dgs-solicitations>. An amendment to the solicitation will be issued only if the CO decides that information is necessary in submitting offers, or if the lack of it would be prejudicial to any prospective offeror. Oral explanations or instructions given by District officials before the award of the Contract will not be binding.*

L.6

FACILITY SITE VISIT/WALK-THRU – *RESERVED [Intentionally Omitted]*

L.7

ACKNOWLEDGMENT OF AMENDMENTS

The bidder shall acknowledge receipt of any amendment to this solicitation in Block 13 "Acknowledgement of Amendments", **Section [A]**. The District must receive the acknowledgment by the date and time specified for receipt of bids. A bidder's failure to acknowledge an amendment may result in rejection of its bid.

L.8

SIGNING OF BIDS

L.8.1

The Contractor shall sign the bid and print or type its name on the Solicitation **Section [A]** Blocks 19A, 19B and 19C, of this solicitation. Each bid must show a full business address and telephone number of the bidder and be signed by the person or persons legally authorized to sign contracts. Erasures or other changes must be initialed by the person signing the bid. Bids signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the CO.

L.8.2

All correspondence concerning the bid or resulting contract will be mailed to the address shown on the bid in the absence of written instructions from the bidder or contractor to

the contrary. Any bid submitted by a partnership must be signed with the partnership name by a general partner with authority to bind the partnership. Any bid submitted by a corporation must be signed with the name of the corporation followed by the signature and title of the person having authority to sign for the corporation.

L.9 BIDS WITH OPTION PERIODS

The bidder shall include option period prices in its bid. A bid may be determined to be nonresponsive if it does not include option period pricing.

L.10 LEGAL STATUS OF BIDDER

Each bid must provide the following information:

L.10.1 Name, address, telephone number and federal tax identification number of bidders;

L.10.2 A copy of each District of Columbia license, registration, or certification that the bidder is required by law to obtain. If the bidder is a corporation or partnership and does not provide a copy of its license, registration, or certification to transact business in the District of Columbia, the bid shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and

L.10.3 If the bidder is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.

L.11 BID SUBMISSION DATE AND TIME

Bids must be submitted into the Department’s Vendor Bid/Proposal Submission Portal system no later than the closing date and time. The system will not allow late bids, modifications to bids, or requests for withdrawals after the exact closing date and time.

L.11.1 Electronic Bid Submission

L.11.1.1 Bids must be submitted into the Department’s Vendor Bid/Proposal Submission Website (Submission Instruction – **Attachment J.9** no later than, [10:00 a.m. on Tuesday February 15, 2022.](#)

Vendor Bid/Proposal Submission Portal:
<https://octo.quickbase.com/db/bq7rujdk2?a=dbpage&pageID=2>

Solicitation ID:
DCAM-22-NC-IFB-0003

Project Name:
Uniform Apparel & Gear Purchasing

Designated Contract Specialist:
Ashley Willis

NOTE: Bidders may group attachments when submitted and attaching to (1) of the (3) attachments.

L.11.1.2 Hand-delivered, postal services delivery, email, telephonic, telegraphic, and or facsimile Bids will **not** be accepted or considered for award.

L.12 WITHDRAWAL OR MODIFICATION OF BIDS

A bidder may modify or withdraw its bid at any time before the closing date and time for receipt of bids.

L.13 LATE SUBMISSIONS, LATE MODIFICATIONS, AND LATE WITHDRAWALS

L.13.1 Late Submissions

The Department will not accept late bids or modifications to bids after the closing date and time for receipt of bids.

L.13.2 Late Modifications

A late modification of a successful bid which makes its terms more favorable to the District will be considered at any time it is received and may be accepted.

L.14 ERRORS IN BIDS

Bidders are expected to read and understand fully all information and requirements contained in the solicitation; failure to do so will be at the Bidder's risk. **In event of a discrepancy between the unit price and the total price, the unit price shall govern.**

L.15 PUBLIC BID OPENING

The District shall make publicly available the name of each bidder, the bid price, and other information that is deemed appropriate. The Department will host a **Webinar** public bid opening at [2:00 p.m. on Tuesday February 15, 2022](#).

Event link:

<https://dcnet.webex.com/dcnet/j.php?MTID=m5fbea9cbafbe3ded52302fba29b744c8>

Event No.: 2310 605 3080
Event Password: siBaBduH526 *Case Sensitive*
Join by Phone: +1-202-860-2110 United States Toll (Washington D.C.)
1-650-479-3208 Call-in number (US/Canada)
Access Code: 2310 605 3080

L.15.1 The public bid opening will be held via a Web-x as noted above in **Section [L.15]**. To participate in the Web-x for the subject IFB public bid opening, on the date and time specified above, please utilize the embedded hyperlinks to automatically direct you to the virtual WebX pre-registration and meeting room. You will be prompted to provide the meeting no. listed above and then the meeting password. Please remember the meeting password is case sensitive.

L.15.1.1 If the Webinar has not started yet, you will be placed in a queue until the host starts the webcast. If you join the call after it has started, the system will automatically join you to the call; an audible beep will come over the line to indicate a new participant has joined. To exit the Webinar, simply hang up and or exit.

L.16 BID PROTESTS

Any actual or prospective offeror or Contractor who is aggrieved in connection with the

solicitation or award of a Contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than ten (10) business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent at the time set for receipt of initial Bids shall be filed with the Board prior to the time set for receipt of initial Bids. In procurements in which Bids are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested no later than the next closing time for receipt of Bids following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 441 4th Street, N.W., Suite 350N, Washington, D.C. 20001. The aggrieved person shall also mail a copy of the protest to the CO for the solicitation.

L.17 REQUIREMENT FOR AN ELECTRONIC COPY OF BIDS TO BE MADE AVAILABLE TO THE PUBLIC

In addition to the Bid submission requirements in **Section [L.2]** above, the offeror must submit an electronic copy of its Bid, **redacted** in accordance with any applicable exemptions from disclosure under D.C. Official Code § 2-534. Redacted copies of the offeror's Bid must be submitted along with the electronic copy submission outlined in **Section [L.2]**. D.C. Official Code § 2-536(b) requires the District to make available electronically copies of records that must be made public. The District's policy is to release documents relating to District Bids following award of the Contract, subject to applicable Freedom of Information Act (FOIA) exemption under § 2-534(a)(1). Successful Bids will be subject to applicable FOIA exemptions.

L.18 ERRORS IN BIDS

Bidders are expected to read and understand fully all information and requirements contained in the solicitation; failure to do so will be at the bidder's risk. In event of a discrepancy between the unit price and the total price, the unit price shall govern.

L.19 RESTRICTION ON DISCLOSURE AND USE OF DATA

L.19.1 by the District except for use in the procurement process shall mark the title page with the following legend:

"This Bid includes data that shall not be disclosed outside the District and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process.

If, however, a Contract is awarded to this offeror as a result of or in connection with the submission of this data, the District will have the right to duplicate, use, or disclose the data to the extent consistent with the District's needs in the procurement process. This restriction does not limit the District's rights to use, without restriction, information contained in this Bid if it is obtained from another source. The data subject to this restriction are contained in sheets (insert page numbers or other identification of sheets)."

L.19.2 Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this Bid."

L.20 BID PROTESTS

Any actual or prospective offeror or Contractor who is aggrieved in connection with the solicitation or award of a Contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than ten (10) business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent at the time set for receipt of initial Bids shall be filed with the Board prior to the time set for receipt of initial Bids. In procurements in which Bids are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested no later than the next closing time for receipt of Bids following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 441 4th Street, N.W., Suite 350N, Washington, D.C. 20001. The aggrieved person shall also mail a copy of the protest to the CO for the solicitation.

L.21 RETENTION OF BIDS

All Bid documents will be the property of the District and retained by the District, and therefore will not be returned to the Offerors.

L.22 BID COSTS

The Department shall not bear or assume any financial obligations or liabilities regarding the preparation of any bids submitted in response to this IFB, or prepared in connection therewith, including, but without limitation, any bids, statements, reports, data, information, materials or other documents or items.

L.23 CERTIFICATES OF INSURANCE

Prior to commencing work, the Contractor shall have its insurance broker or insurance company submit certificates of insurance giving evidence of the required coverages as specified in **Section [I.14(I)]** to:

GEORGE G. LEWIS, CPPO C/O Ashley Willis

Chief Procurement Officer
Chief of Contracts & Procurement
Telephone: (202) 727-2800
E-mail address: ashley.willis@dc.gov

L.24 GENERAL STANDARDS OF RESPONSIBILITY

The prospective Contractor ***shall*** demonstrate to the satisfaction of the District its capability in all respects to perform fully the Contract requirements; therefore, the prospective Contractor must submit with its bid all relevant documentation as outlined and stipulated below.

L.24.1 To be determined responsible, a prospective Contractor must demonstrate that it:

- (a) Has adequate financial resources, or the ability to obtain such resources, required to perform the Contract.
- (b) Is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and government Contract commitments.

- (c) Has a satisfactory performance record.
- (d) Has a satisfactory record of integrity and business ethics.
- (e) Has a satisfactory record of compliance with the applicable District licensing and tax laws and regulations.
- (f) Has a satisfactory record of compliance with the law, including labor and civil rights laws and rules, and the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code § 2-219.01 *et seq.*
- (g) Has, or has the ability to obtain, the necessary organization, experience, accounting, and operational control, and technical skills.
- (h) Has, or has the ability to obtain, the necessary production, construction, technical equipment, and facilities.
- (i) Has not exhibited a pattern of overcharging the District.
- (j) Does not have an outstanding debt with the District or the federal government in a delinquent status; and
- (k) Is otherwise qualified and is eligible to receive an award under applicable laws and regulations.

L.24.2

If the prospective Contractor fails to supply the information requested, the CO shall make the determination of responsibility or non-responsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the CO shall determine the prospective Contractor to be non-responsible.

SECTION M EVALUATION FACTORS

M.1. Preferences for Certified Business Enterprises

Under the provisions of the “Small and Certified Business Enterprise Development and Assistance Act of 2005”, D.C. Official Code § 2-218.01 *et seq.*, as amended (“Act”, as used in this section), the District shall apply preferences in evaluating bids from businesses that are certified by the Department of Small and Local Business Development (DSLBD) pursuant to Part D of the Act.

M.1.1. Application of Preferences

For evaluation purposes, the allowable preferences under the Act shall be applicable to prime contractors in response to this IFB as follows:

- M.1.1.1** A small business enterprise certified by the DSLBD will receive a three percent (3%) reduction in the bid price.
- M.1.1.2** A resident-owned business certified by DSLBD will receive a five percent (5%) reduction in the bid price.
- M.1.1.3** A longtime resident business certified by DSLBD will receive a ten percent (10%) reduction in the bid price.
- M.1.1.4** A local business enterprise certified by DSLBD will receive a two percent (2%) reduction in the bid price.
- M.1.1.5** A local business enterprise with its principal offices located in an enterprise zone certified by DSLBD will receive a two percent (2%) reduction in the bid price.
- M.1.1.6** A disadvantaged business enterprise certified by DSLBD will receive a two percent (2%) reduction in the bid price.
- M.1.1.7** A veteran-owned business certified by DSLBD will receive a two percent (2%) reduction in the bid price.
- M.1.1.8** A local manufacturing business enterprise certified by DSLBD will receive a two percent (2%) reduction in the bid price.

M.1.2 Maximum Preference Awarded

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled is twelve per cent (12%). There will be no preference awarded for subcontracting by the prime contractor with certified business enterprises.

M.1.3 Preferences for Certified Joint Ventures

A joint venture certified by DSLBD for this solicitation will receive preferences as a prime contractor as determined by DSLBD.

M.1.4 Verification of Bidder’s Certification as a Certified Business Enterprise

M.1.4.1 Any bidder seeking to receive preferences on this solicitation must be certified at the time of submission of its bid. The CO will verify the bidder’s certification with DSLBD, and the bidder should not submit with its bid any documentation regarding its certification as a certified business enterprise.

M.1.4.2 Any bidder seeking certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: CBE Certification Program
441 Fourth Street, NW, Suite 850N
Washington DC 20001

M.1.4.3 All bidders are encouraged to contact DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

M.2 EVALUATION OF OPTION PERIODS

The District will evaluate bids for award purposes by calculating the total extended bid price for the based period and all options periods. Evaluation of options shall not obligate the District to exercise them. The total District’s requirements may change during the option periods. Quantities to be awarded will be determined at the time each option is exercised. The bid price proposed by the Bidder for each option period shall be fixed, fully loaded and firm for the life of the Contract and sufficient to cover all of the service requirements including, but not limited to, embroidery, silk screening, alterations, application of emblem, patches and logos, labor, materials, tools, supplies, subcontractor cost, home office cost, G&A (general and administrative expenses), insurance coverage provisions as required by **Section [I.14]**. As such, the Contract Price shall include all increases for the base and option periods in its original Bid as well as all applicable year-over-year service cost increases due to market variables and any increase to the applicable labor categories, direct hourly rates required by the U.S. Department of Labor Service Contract Act Wage Determination and or the D.C. Living Wage Act of 2006 (*whichever prevailing wage is applicable under the award of the Contract for the Base Period and any subsequent Option Periods*) and, all else necessary to fulfill the services level agreement for providing the District efficient and economical provision of required services as described herein. In no event shall the item prices exceed the contractor’s sales price to its most-favored customer for the same items in like quantities, or the current market price, whichever is lower and, all else necessary to perform all work related to providing the District with safe and proper provision of required services as described herein.