

[Bidder's Letterhead]

[Insert Date]

District of Columbia Department of General Services
1250 U Street, NW, 2nd Floor
Washington, DC 20009

Attention: Obaidullah Ranjbar
Contracting Officer

Reference: Invitation for Bid (IFB) – DCAM-23-CS-IFB-0006
Construction Services of MPD 2nd District Headquarters Renovations

Dear Mr. Ranjbar:

On behalf of [INSERT NAME OF BIDDER] (the "Bidder"), I am pleased to submit this bid in response to the Department of General Services (the "Department" or "DGS") Invitation for Bid ("IFB") for the construction services of MPD – 2nd District Headquarters to furnish and install a new generator and fuel tank, a new air handling unit, a new heat pump, and a new condensate pump. The facility is located at 3320 Idaho Avenue NW, Washington DC. The Bidder has reviewed the IFB and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the "Bid Documents") and has conducted such due diligence and analysis as the Bidder, in its sole judgment, has deemed necessary in order to submit the Bidder's Bid in response to the IFB. The Bidder's bid and the Lump Sum Price are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents (collectively, the bid and the Lump Sum Price are referred to as the "Bidder's Bid.").

The Bidder's Bid is as follows:

CLIN No.	Standard Work Requirements Section	Lump Sum Price
001	Provide all necessary services, coordination, construction, supervision, labor, materials, and equipment as required to furnish and install a new generator and fuel tank, a new air handling unit, a new heat pump, and a new condensate pump.	\$ _____
Contingencies and Allowances		\$14,695.00
Base Bid Lump Sum Price*		\$ _____

***Base Bid Lump Sum Price in Words:**

Provide a Breakdown of CLIN-001 Divisions as described in Exhibit A.

The Offeror's Bid is based on and subject to the following conditions:

1. The Offeror agrees to hold its proposal open for a period of at least one hundred and twenty (120) days after the date of the bid.
2. Assuming the Offeror is selected by the Department and subject only to the changes requested in paragraph 5, the Offeror agrees to enter into a contract with the Department on the terms and conditions described in the Bid Documents within ten (10) days of the notice of the award. In the event the Offeror fails to do so, the Department shall have the right to levy upon the Offeror's bid bond.
3. Both the Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this bid form and bind the Offeror to the terms of the Offeror's Bid. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror in order to authorize the terms of the Offeror's Bid. In addition to any other remedies that the Department may have at law or in equity, the Department shall have the right to levy upon Bidder's Bid Bond in the event of a breach of this paragraph 3.
4. The Offeror and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a proposal in response to the RFTOP in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a proposal in response to the RFTOP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.
5. The Offeror's proposal is subject to the following requested changes to the Form of Contract: **[INSERT REQUESTED CHANGES. OFFERORS ARE ADVISED THAT THE CHANGES SO IDENTIFIED SHOULD BE SPECIFIC SO AS TO PERMIT THE DEPARTMENT TO EVALUATE THE IMPACT OF THE REQUESTED CHANGES IN ITS REVIEW PROCESS. GENERIC STATEMENTS, SUCH AS "A MUTUALLY ACCEPTABLE CONTRACT" ARE NOT ACCEPTABLE. OFFERORS ARE FURTHER ADVISED THAT THE DEPARTMENT WILL CONSIDER THE REQUESTED CHANGES AS PART OF THE EVALUATION PROCESS.]**
6. The Offeror hereby certifies that neither it nor any of its team members have entered into any agreement (written or oral) that would prohibit any contractor, subcontractor or sub-consultant that is certified by the District of Columbia Office of Department of Small and Local Business Enterprises as a Local, Small, Resident Owned or Disadvantaged Business Enterprise (collectively, "LSDBE Certified Companies") from participating in the work if another company is awarded the contract.
7. This bid form and the Offeror's Bid are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

Company: _____

Name: _____

Title: _____

Date: _____

Signature: _____

EXHIBIT A

Divisions Cost (fill all applicable entries)	Qty	Unit	Total DIV Cost
Division 1 - General Requirements			
Division 2 - Existing Conditions			
Division 3 - Concrete			
Division 4 - Masonry			
Division 5 - Metals			
Division 6 - Woods, Plastics, & Composites			
Division 7 - Thermal & Moisture Protection			
Division 8 - Openings			
Division 9 - Finishes			
Division 10 - Specialties			
Division 11 - Equipment			
Division 12 - Furnishings			
Division 13 - Special Construction			
Division 14 - Conveying Equipment			
Division 21 - Fire Suppression			
Division 22 - Plumbing			
Division 23 - HVAC			
Division 25 - Integrated Automation			
Division 26 - Electrical			
Division 27 - Communications			
Division 28 - Electronic Safety & Security			
Division 31 - Earthwork			
Division 32 - Exterior Improvements			
Division 33 - Utilities			
Others			

TOTAL PROJECT COSTS	\$ _____
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