

[Contractor's Letterhead]

[DATE]

Ms. Kianna Shepherd  
Contracting Officer  
District of Columbia  
Department of General Services  
3924 Minnesota Ave, NE, 5<sup>th</sup> Floor  
Washington, DC 20019

**Reference: Invitation for Bid DCAM-23-CS-IFB-0009  
UPS BATTERY REPLACEMENT FOR PSCC AND RADIO SITES**

Dear Ms. Shepherd:

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 (the "IFB") for the **UPS Battery Replacement for PSCC and Radio Sites**. The Bidder has reviewed the IFB and the attachments thereto, any addenda thereto (collectively, the "Bid Documents" or "Contract Documents") and has conducted such due diligence and analysis as the Bidder, in its sole judgment, has deemed necessary in order to submit its 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:

<b>CLIN</b>	<b>DESCRIPTION</b>	<b>LUMP-SUM PRICE</b>
001	To provide UPS Battery Replacement for PSCC and Radio Sites in accordance with the SOW and Battery Specifications (Attachment J.1)	\$ _____
<b>Total Lump Sum Price</b>		\$ _____

The Contractor's Bid shall include a price breakdown form of CLIN 001 (Exhibit A) which includes all services, installations, and costs required to complete the project and systems.

**TOTAL LUMP SUM PRICE IN WORDS:**

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

1. The Bidder agrees to hold its bid open for a period of at least one hundred and twenty (120) days after the IFB closing date.
  
2. Both the Bidder and the undersigned represent and warrant that the undersigned has the full legal authority to submit this bid form and bind the Bidder to the terms of the Bidder's bid. The Bidder further represents and warrants that no further action or approval must be obtained by the Bidder in order to authorize the terms of the Bidder's bid.
  
3. The Bidder and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a bid in response to the IFB in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a bid in response to the IFB; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.
  
4. The Bidder hereby certifies that neither it nor any of its team members have entered into any agreement (written or oral) that would prohibit any contractor, subcontractor or subconsultant that is certified by the District of Columbia 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.
  
5. This Form of Offer Letter and Bid Form are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE BIDDER].

Sincerely,

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**EXHIBIT A - CLIN 001 PRICE BREAKDOWN**

<b>DIVISION NO.</b>	<b>DESCRIPTION</b>	<b>DIVISION COST</b>
Div. 01	General Requirements	
Div. 02	Existing Conditions (incl. abatement/demo)	
Div. 03	Concrete	
Div. 04	Masonry	
Div. 05	Metals	
Div. 06	Woods and Plastics	
Div. 07	Thermal and Moisture Protection	
Div. 08	Openings	
Div. 09	Finishes	
Div. 10	Specialties	
Div. 11	Equipment	
Div. 12	Furnishings	
Div. 13	Special Construction	
Div. 14	Conveying Systems	
Div. 21	Fire Suppressions	
Div. 22	Plumbing	
Div. 23	Heating, Ventilation and Air Conditioning	
Div. 26	Electrical	
Div. 27	Communications	
Div. 28	Electronic Safety and Security	
Div. 31	Earthwork	
Div. 32	Exterior Improvements	
Div. 33	Utilities	
	<b>CLIN001 Total Price:</b>	\$ _____