

[Bidder’s Letterhead]

[Insert Date]

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

Attention: Eric Njonjo
 Contracting Officer

Reference: Invitation for Bid (IFB) – DCAM-22-CS-IFB-0010
 MPD – 3rd District Headquarters Renovations

Dear Mr./Mrs. Last Name of CCO/CO:

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 – 3rd District Headquarters Renovations – Detention Area, HVAC and Interior. The facility is located at 1620 V St 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 is based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents (collectively, the proposal, the Design-Build Fee, and the Maximum Cost of General Conditions are referred to as the “Bidder’s Bid.”).

The Bidder’s Bid is as follows:

CLIN No.	Standard Work Requirements Section	Lump Sum Price
CLIN 0001 (Exhibit A)	Provide all necessary services, coordination, construction, supervision, labor, materials, and equipment as required to renovate and upgrade the detention area, install a new boiler, and interior renovations to the office.	\$ _____
Contingencies and Allowances		\$140,960.50
Base Bid Lump Sum Prices*		\$ _____

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

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 twenty (120) days after the IFB closing date.
2. Assuming the Bidder is selected by the Department and subject only to the changes requested in paragraph 5, the Bidder agrees to enter into a contract with the Department on the terms and conditions described in the Bid Documents within ten (10) days of the notice of the award.
3. Both the 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.
4. 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.
5. 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 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.
6. 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: _____

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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