



**D.C. DEPARTMENT OF GENERAL SERVICES**

**REQUEST FOR PROPOSALS**

**HVAC TECHNICIAN SERVICES**

**August 27, 2012**

**Proposal Due Date:** September 20, 2012 by 2:00 p.m. EDT

**Preproposal Conference:** September 4, 2012 at 10:30 a.m. EDT

*to be held at:*

**Frank D. Reeves Center  
2<sup>nd</sup> Floor Community Room  
2000 14<sup>th</sup> Street, NW  
Washington, DC 20009**

**Contact:** Thomas D. Bridenbaugh  
Leftwich & Ludaway, LLC  
1400 K Street, NW  
Suite 1000  
Washington, D.C. 20005  
Phone: (202) 434-9100

**Solicitation Number:** DCAM-12-CS-0184

## **Executive Summary**

The Department of General Services (“Department” or “DGS”) is issuing this Request for Proposals to engage one or more contractors to provide on-call services to the HVAC systems at various District of Columbia public schools, parks and recreation facilities, and certain other municipal facilities. The selected contractor(s) will be required to have a central dispatching station and to dispatch crews on an as- needed basis to correct existing or future HVAC problems that may arise through September 30, 2013. Although the Department cannot predict the exact number or nature of such service calls, it is anticipated that the level of effort will require approximately 12 full time service technicians. The work required under this contract is more fully described in **Part B** of this RFP.

### **A.1. Project Delivery Method**

The Department intends to award the work to one or more contractors. As shown on the Group List (see **Attachment A**), the DCPS facilities have been divided into two (2) groups and the other District government facilities have been divided into two (2) groups. The Department reserves the right to award the work for any one group to separate contractors, or to award the work for multiple groups to the same contractor.

### **A.2 Form of Contract**

The Form of Contract will be issued by addendum. Offerors should carefully review the Form of Contract when submitting their proposal. To the extent there are any inconsistencies between this RFP and the Form of Contract, the Form of Contract shall prevail. Offerors are further advised that they are required to submit their proposal premised upon entering into a contract that is substantially similar to the Form of Contract and that any proposed changes to the Form of Contract must be clearly identified and described in their proposal. A proposal that fails to specifically identify and describe the requested changes shall be deemed non-responsive.

### **A.3 Contractor Fees**

The contract awarded pursuant to this RFP will be a time and materials contract. Offerors are required to bid hourly rates for the personnel classifications set forth on **Attachment B** (for the Contract’s Base Year as well as two Option Years). Other than the cost of parts and materials (which will be reimbursed at a mutually agreed upon rate) and Specialized Services (as defined in the Form of Contract and which will be reimbursed at cost plus a 5% markup), these rates will be the Offeror’s sole compensation for work performed and as such should include adequate amounts to cover the Offeror’s labor, field equipment (i.e. small tools, transportation, trucks and vans, etc.), overhead, insurance and profit and regardless of whether such services are provided by the contractor’s own forces or a subcontractor.

#### **A.4 Economic Inclusion**

The Department requires that Local, Small and Disadvantaged Business Enterprises (“LSDBEs”) participate in this project to the greatest extent possible and desires that such businesses perform at least fifty percent (50%) of the work under this procurement. At least thirty five percent (35%) must be awarded to entities that are certified as either Small or Disadvantaged Business Enterprises by the District of Columbia Local Business Opportunity Commission, and twenty percent (20%) to entities that are certified as Disadvantaged Business Enterprises. The Department will also require that the selected Contractor and all of its subconsultants, subcontractors, and suppliers, enter into a First Source Employment Agreement with the Department of Employment Services and hire fifty-one percent (51%) District residents for all new jobs created on the project. Please see **Part C** of this RFP for additional information.

In addition to LSDBE participation as described above, the Department requires that District residents participate in the Project to the greatest extent possible. Prior to execution of the Contract, the Department will establish a minimum requirement for the percentage of labor hours worked by District residents on the project (such requirement, the “Workforce Utilization Requirement”). Offerors shall submit with their proposals a Workforce Utilization Plan outlining how they intend to increase participation by DC residents in the performance of the work on this Project.

#### **A.5 Selection Criteria**

Proposals will be evaluated in accordance with **Part D** of this RFP. The following evaluation criteria will be used:

- Experience & References (20 points)
- Key Personnel (15 points)
- Project Management Plan (15 points)
- Cost (40 points)
- LSDBE Compliance/Utilization (5 points)
- Workforce Utilization (5 points)

#### **A.6 Procurement Schedule**

The schedule for this procurement is as follows:

- |   |                                 |
|---|---------------------------------|
| • Issue RFP                             | - August 27, 2012               |
| • Pre-proposal Conference               | - September 4, 2012 at 10:30 am |
| • Last Day for Questions/Clarifications | - September 13, 2012            |
| • Proposals Due                         | - September 20, 2012 at 2:00 pm |
| • Notice of Award                       | - on or about October 5, 2012   |

## **A.7 Attachments**

<b>Attachment A</b>	- Facility Groupings
<b>Attachment B</b>	- Form of Offer Letter with Hourly Rates
<b>Attachment C</b>	- Disclosure Statement
<b>Attachment D</b>	- Tax Affidavit
<b>Attachment E</b>	- Service Contract Act Wage Rates and Living Wage Act Rate

## **SECTION B           SCOPE OF WORK**

### **B.1     Scope of Work**

The selected contractor will be required to provide on-call repair and upgrades to the HVAC systems at various District of Columbia public schools, parks and recreation facilities, and certain other municipal facilities as the need may arise through September 30, 2013. The Department's goal is to prevent, to the greatest extent possible, any future HVAC issues through regular upkeep, as well as to be able to respond quickly to abate any HVAC problems as soon as possible after they arise. The Contractor will be required to respond to on-call requests within 2 hours of notification by the Department. Premium rates will apply to any calls for which work must be performed between the hours of 4:00 PM and 7:00 AM or which is required on weekends or on Federal Holidays.

This is a time and materials contract to provide HVAC systems upkeep and technical repair services at various DCPS schools and other District government facilities. The Contractor shall provide all labor, supervision, tools, material, equipment, transportation, and management necessary to provide "on-call" repairs and upgrades of HVAC systems including replacement to mechanical systems at various DCPS schools and other District government facilities. In general, the contractor's scope of work will include the following:

**B.1.1 Central Office.** The Contractor will be required to provide a staffed central office from which personnel are dispatched. At a minimum, this office shall be staffed between 7:00 am and 5:30 pm, Monday through Friday. The contractor should also provide an "after hours" point of contact for dispatching staff on a 24/7 basis.

**B.1.2 Work Records.** The contractor shall maintain a job tracking system that, at a minimum, records: (i) the date and time a request was received by the contractor; (ii) the date and time a crew was dispatched to the site; (iii) the date and time the crew arrived at the site; (iv) a description of the problem and corrective work required; (v) the amount of time spent on the site by the Contractor's personnel; (vi) the materials and spare parts used by the contractor; and (vii) the date and time the work or repair was accepted by the Department. The Contractor shall provide the Department with a report that summarizes all such activity on a weekly basis.

**B.1.3 Time Cards.** The Contractor shall maintain a system that requires each employee to track his or her time on an hourly basis. At a minimum, such a system shall require each employee to clock in and out and to sign time cards.

**B.1.4 Equipped Personnel.** The Contractor shall ensure that all of its personnel assigned to tasks on the contract are properly trained, equipped and, as necessary, licensed. Contractor personnel shall be provided with a fully equipped truck or service van that includes appropriate small tools and spare parts.

**B.1.5 Qualified Personnel.** The Contractor will be required to provide personnel who are at least journeyman level in the following trade categories: (i) HVAC/refrigeration technician; (ii) welders; (iii) burner technicians; (iv) steam fitters; (v) plumbers; and (vi) electricians. All such personnel shall be properly licensed and fully qualified to perform the expected services.

**B.2 Work Procedures.** The Contractor will be required to provide supervision, labor, materials and equipment necessary to perform the services required under its contract. The repair work for the projects' scope include work activity such as chiller repair, boiler repair, boiler burner calibration, pump repair/replacement, terminal unit repair, and gas valve repair/replacement. In performing these activities, the contractor shall comply with the following procedures:

- .1 Provide HVAC certified/licensed technicians to perform capital improvements and upkeep services and adequate on-site supervision on a 24 hour basis. Contractor may be required to provide documented evidence of certification/licensure for any contractor personnel assigned to perform work under this contract.
- .2 Employ and have sufficient technical personnel capable of responding to 7 sites simultaneously. The Contractor shall also provide the Department a 24-hour emergency telephone number that will serve as the notification and dispatch center for service calls from the Department.
- .3 Respond to all service calls within 2 hours of notification by the Department. Upon arrival at service call site, the Contractor shall determine the cause of the loss of service, the components affected and take corrective action in a manner that restores service as soon as practicable. Repair shall be made in a professional and timely manner for any units, ventilation equipment, conveyance ductwork, pneumatic controls, electronic controls, and/or any other component that makes up the HVAC system, including associated mechanical, plumbing and electrical/electronic connections. Contractor must submit for prior Department review, prints/drawings, specifications and scopes of work for "on-call" service work activity where such documentation is required. Contractor shall test HVAC operations to ensure service has been restored. Tests must be conducted in accordance with ASME Code 2004 Section VI, and Department of Consumer & Regulatory Affairs (DCRA) regulations.
- .4 Notify Department of any "temporary" repairs that are necessary due to the unavailability of parts or materials. Permanent capital improvements must be made upon receipt required parts/materials. The Department reserves the right to bring in any other contractor in order to complete a capital improvement that is not completed by contractor in a timely fashion.

- .5 All work must be performed with the least possible disruption to school/administrative/municipal operations and coordinated with the Contract Maintenance Services representative, Principal of the school and/or other site designee.
- .6 Contractor shall notify the Department of any conditions that potentially may cause a break in HVAC service if preventive maintenance is not performed.
- .7 Use non-hazardous materials that meet the requirements established by the Department or obtain prior approval to use substitute materials. Any hazardous material that must be incorporated into contractor's work shall be approved for use, prior to being brought onto the worksite. The Contractor shall provide MSDS Sheets for all materials used on-site, whenever applicable.
- .8 Provide all equipments necessary to complete assigned work activity. Contractor shall be responsible for safeguarding their own materials, tools, and equipment. The Department shall not assume any responsibility for vandalism and/or theft of materials, tools and/or equipment.
- .9 Provide a company cellular telephone for employees on-site for making and receiving calls. The cellular telephone number must be provided to the Department. Personal or business phone calls are not to be made on Department phones unless it is an "emergency".
- .10 Contractor must obtain written consent from the Department before utilizing the services of any subcontractor(s). If use of a subcontractor is approved by the Department, all work must be coordinated with the Department.
- .11 All completed work shall be subject to inspection by one or more representatives of the Department. Service area must be restored to the condition that existed prior to the start of the work with emphasis on any special finish damage that may have occurred during the work. Any work that is found to not be in compliance with Federal, District and/or Local Safety/Fire codes shall be corrected at the Contractor(s) expense.
- .12 Contractor shall be responsible for the proper and safe removal and disposal of all debris and materials generated as part of the capital improvement.

### **B.3 Coordination with DCPS and other District Agencies**

The Contractor will be required to coordinate its work with DCPS school activities and other Department agency municipal activities. The work will be performed in occupied buildings, and the Contractor may be required to work after hours or on weekends and holidays so as to not adversely impact educational or other municipal activities. The Contractor will be required to

develop work plans that are coordinated with and acceptable to the school principals and other agency directors. In general, all facilities have personnel assigned to them during normal hours, 7 am to 8 pm that will provide access to the facilities. After-hours access can be arranged at any facility at any time necessary.

#### **B.4 Project Site Safety**

The Contractor will be required to ensure that its work is conducted in a safe manner and that appropriate barricades and other life safety procedures are employed to ensure the safety of students, teachers, school and municipal staff. All such construction barricades and life safety procedures shall be subject to the approval of the Department and its Program Manager.

#### **B.5 Licensing, Accreditation and Registration**

The Contractor and all of its subcontractors and subconsultants (regardless of tier) shall comply with all applicable District of Columbia, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of the contract.

#### **B.6 Conformance with Laws**

It shall be the responsibility of the contractor to perform under the contract in conformance with the Department's Procurement Regulations and all statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental bodies.

#### **B.7 Service Contract Act and Living Wage Act**

The selected Contractor shall agree that the work performed under this Contract shall be subject to the Service Contract Act and the Living Wage Act. The wage rates applicable to this Project are attached as **Attachment E**.

#### **B.8 Option Year**

There will be two one year option periods, the first of which will cover the period between October 1, 2013 and September 30, 2014, and the second of which will cover the period between October 1, 2014 and September 30, 2015.

#### **B.9 Certain Business Terms**

**B.9.1** The Contractor will be compensated for reasonable travel time of its personnel.

**B.9.2** Other than Specialized Services, the contractor's sole compensation shall be the hourly rates bid under this RFP and a mutually agreed upon markup on parts and materials. The contractor will be permitted to subcontract the work in order to meet surge volumes that occur during peak repair periods or to meet LSDBE utilization and/or District workforce utilization



goals. However, for all work other than Specialized Services, the contractor's compensation will be based on the hourly rates bid under this RFP, and thus, such rates must be sufficient to cover the cost of subcontracting in the event the Offeror plans to satisfy its contractual obligations through subcontracting. Only services that cannot be performed by a licensed HVAC technician will be considered Specialized Services. Such services include, but are not necessarily limited to, work on control systems, work on high pressure boilers that requires an R Stamp, etc. With regard to Specialized Services, the contractor shall be reimbursed for the actual cost of such work plus a markup of 5%. The contractor shall be required to obtain the Department's consent before proceeding with any Specialized Services.

**B.9.3** The selected contractor shall be entitled to a mutually agreed upon markup on materials and parts.

**B.9.4** After award but prior to signing the contract, the Department and the Contractor will agree upon a set of procedures that describe approval levels applicable for work. It is contemplated that these procedures will require the Contractor to seek the Department's approval if the estimated cost of the work exceeds an agreed upon amount. In general, three authorization levels are envisioned. Tier 1 will encompass those services calls that are estimated to cost less than \$500. The contractor will be authorized to perform such work without any further approval from the Department. Tier 2 will encompass those service calls that cost between \$500 and \$2,500. The Contractor will be required to confirm that the work can be completed for this amount and will be required to contact the Department prior to undertaking the work. Tier 3 will encompass work that is estimated to cost more than \$2,500. The Contractor will be required to provide a written estimate prior to proceeding with this work.

## **SECTION C                      ECONOMIC INCLUSION**

### **C.1      Preference for Small, Local, and Disadvantaged Business Enterprises**

**General:** Under the provisions of the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, D.C. Law 16-33 (codified at D.C. Code § 2-218.01 et seq.), preferences shall be given to Offerors that are certified by the Department of Small and Local Business Development as being a small business enterprise, having resident business ownership, having a longtime resident business, being a local business enterprise, being a disadvantaged business enterprise, being a local business enterprise with its principal office located in an enterprise zone, being a veteran-owned business enterprise, or being a local manufacturing business enterprise. (A copy of the certification acknowledgment letter must be submitted with the Offeror's Proposal.) In accordance with these laws, the following preferences shall be awarded in evaluating an Offeror's proposal:

- Three (3) preference points shall be awarded if the Offeror is certified as having a small business enterprise.
- Five (5) preference points shall be awarded if the Offeror is certified as having a resident business ownership.
- Five (5) points shall be awarded if the Offeror is certified as having a longtime resident business.
- Two (2) preference points shall be awarded if the Offeror is certified as a local business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as being a local business enterprise with its principal office located in an enterprise zone.
- Two (2) preference points shall be awarded if the Offeror is certified as a disadvantaged business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a veteran-owned business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a local manufacturing business enterprise.

Offerors may qualify for more than one of these categories, so that the maximum number of points available under this section is 12 points.

**Information:** For information regarding the application process, contact the Department of Small and Local Business Development at the following address or telephone number:

Department of Small and Local Business Development  
One Judiciary Square Building  
441 4th Street, NW, 9th Floor  
Washington, DC 20001  
(202) 727-3900 (Telephone Number)  
(202) 724-3786 (Facsimile Number)

## **C.2 SLDBE Participation**

The Department requires that significant participation by business enterprises certified by the Department of Small and Local Business Development as: (i) a local business enterprise; (ii) a small business enterprise; (iii) a disadvantaged business enterprise; (iv) having a owned resident business; (v) being a longtime business resident; or (vi) having a local business enterprise with its principal office located in an enterprise zone. Accordingly, and in addition to the preference points conferred by **Section C.1**, the Department requires that business enterprises so certified must participate in at least 50% of the development. At least 35% must be awarded to entities that are certified as either Small or Disadvantaged Business Enterprises by the District of Columbia Local Business Opportunity Commission and 20% to entities that are certified as Disadvantaged Business Enterprises. Offerors will be required to submit a Local Business Enterprise Utilization Plan with their proposals. The Utilization Plan must demonstrate how this requirement will be met and, to the extent possible at this stage in the project, should identify the specific firms that will be used and their respective roles.

## **C.3 Residency Hiring Requirements for Contractors and Subcontractors**

At least fifty-one percent (51%) of the Offeror's Team and every subconsultant's employees hired after the Offeror enters into a contract with the Department, or after such subconsultant enters into a contract with the Offeror, to work on this project, shall be residents of the District of Columbia.

Upon execution of the contract, the Offeror and all of its member firms, if any, and each of its subcontractors and subconsultants shall submit to the Department a list of current employees that will be assigned to the project, the date that they were hired and whether or not they live in the District of Columbia.

The Offeror shall comply with subchapter X of Chapter II of Title 2, and all successor acts thereto, including by not limited to the *Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011*, and the rules and regulations promulgated thereunder. The Offeror and all member firms, subcontractors, tier subcontractors, subconsultants, and suppliers with contracts in the amount of \$100,000 or more shall be required to comply with the following: (i) enter into a First Source Employment Agreement with the D.C. Department of Employment Services ("DOES") upon execution of the contract; (ii) submit an executed First Source Agreement to DOES prior to beginning work on the project; (iii) make best efforts to hire at least 51% District residents for all new jobs created by the project; (iv) list all employment vacancies with DOES; (v) submit monthly compliance reports to DOES by the 10<sup>th</sup> of each month; (vi) at least 51% apprentices and trainees employed must be residents of the District registered in program approved by the D.C. Apprenticeship Council; and (vii) trade contractors and subcontractors with contracts in the amount of \$500,000 or more must register an apprenticeship program with the D.C. Apprenticeship Council.

#### **C.4      Apprenticeship Act**

The D.C. Apprenticeship Act of D.C. Law 2-156, (“Act”) (codified at D.C. Code 32-1401 *et seq.*) as amended shall apply to this project. All subcontractors selected to perform work on the project on a craft-by-craft basis shall be required to comply with this Act. All terms and conditions of the D.C. Apprenticeship Council Rules and Regulations shall be implemented. Please note that 35% of all apprenticeship hours worked must be performed by District residents. The Contractor shall be liable for any subcontractor non-compliance.

## **SECTION D                      EVALUATION AND AWARD CRITERIA**

### **D.1      Evaluation Process**

The Department shall evaluate submissions and any best and final offers in accordance with the provisions of this **Section D** and the Department's Procurement Regulations.

### **D.2      Evaluation Committee**

Each submission shall be evaluated in accordance with this **Section D** by an Evaluation Committee. The Evaluation Committee shall prepare a written report summarizing its findings and submit the same to the source selection official. Based on the information submitted by the Offerors in response to this RFP and the report prepared by the Evaluation Committee, the source selection official shall select the Offeror(s) whose submissions are determined by the source selection official to be the most advantageous to the Department.

### **D.3      Oral Presentation**

The Department does not intend to interview Offerors; however, the Department reserves the right to interview Offerors in the competitive range if necessary. If the Department conducts such interviews, each Offeror within the competitive range shall make an oral presentation to the Department's Evaluation Committee, and participate in a question and answer session. The purpose of the oral presentation and the question and answer session is to permit the Evaluation Committee to fully understand and assess the qualifications of each Offeror and the Offeror's key personnel. The submission will be re-scored at the conclusion of the oral presentation.

#### **D.3.1    Length of Oral Presentation**

Each Offeror will be given up to 60 minutes to make the presentation. At the end of the initial presentation, there will be a break for approximately 45 minutes for the Evaluation Committee to assess the presentation and prepare questions. The Offeror will then respond to questions from the Department's Evaluation Committee for no more than 90 minutes.

#### **D.3.2    Schedule**

The order of presentation will be selected randomly and the Offerors will be informed of their presentation date before the beginning of oral presentations. The Department reserves the right to reschedule any Offeror's presentation at the discretion of the contracting officer.

#### **D.3.3    Offeror Attendees**

The oral presentation will be made by the Offeror's personnel who will be assigned the key jobs for this project. Each Offeror will be limited to 7 persons. The job functions of the persons attending the presentation will be considered to be an indication of the Offeror's assessment of

the key areas of responsibility that are deemed essential to the successful completion of the project.

#### **D.3.4 Topics**

The Offeror may present information about its capabilities and special qualifications to serve as a contractor for this Project, including the qualifications of key personnel.

#### **D.4 Proposal Evaluation**

Each proposal will be scored on a scale of 1 to 100 points. In addition, Offerors will be eligible to receive up to 12 preference points as described in **Section C.1** of this RFP for participation by Local, Small or Disadvantaged Business Enterprises. Thus, the maximum number of points possible is 112. The contract will be awarded to the contractor with the highest evaluated score.

##### **D.4.1 Experience & References (20 points)**

The Department desires to engage a contractor with the experience necessary to realize the objectives set forth in **Section A** of this RFP. Offerors will be evaluated based on their demonstrated experience in: (i) maintaining/repairing HVAC systems; (ii) repairing and/or modernizing school facilities and municipal buildings; and (iii) knowledge of the local regulatory agencies and Code Officials. If the Offeror is a team or joint venture of multiple companies, the Evaluation Panel will consider the experience of each member of the team or joint venture in light of their role in the proposed team or joint venture. This element of the evaluation will be worth up to twenty (20) points.

##### **D.4.2 Key Personnel (15 points)**

The Offeror's personnel should have the necessary experience and licenses to perform the required work. Toward that end, Offerors should include within the proposal a description of the staff available to perform this work and their qualifications. Offerors should also include a description of the key personnel who will be responsible for managing the day-to-day work under this contract. This element of the evaluation will be worth up to fifteen (15) points.

##### **D.4.3 Cost (40 points)**

Offerors will be required to bid unit rates, as well as a proposed markup on parts and materials, as specified on **Attachment B**. This element of the evaluation is worth up to forty (40) points.

##### **D.4.4 Project Management Plan (15 Points)**

Offerors are required to submit a Project Management Plan. The Project Management Plan should clearly explain how the contractor intends to manage and implement the Project. It should demonstrate a knowledge of the process and impediments that must be overcome and ensure that

sufficient staffing will be provided. At a minimum, the plan should identify: (i) how the Offeror will assign its on-call crews at the beginning of each heating and cooling season; (ii) how periodic maintenance will be accomplished; and (iii) how the Offeror will respond to emergencies and unplanned activities. This element of the evaluation is worth up to fifteen (15) points.

#### **D.4.5 LSDBE Compliance/Utilization (5 points)**

The Department desires the selected design-builder provide the maximum level of participation for Local, Small and Disadvantaged Business Enterprises as well as employment opportunities for District of Columbia residents. Offerors will be evaluated in light of their demonstrated experience in meeting such goals and their proposed LSDBE Utilization Plan. This factor of the evaluation will be worth up to five (5) points.

#### **D.4.6 Workforce Utilization Plan (5 points)**

The Department desires the selected design-builder to provide the maximum level of participation by District of Columbia residents in performing the work. As part of their proposals, Offerors must provide a Workforce Utilization Plan which demonstrates how it will identify qualified District residents to perform work on the project and increase participation by District residents. This element of the evaluation will be worth up to five (5) points.

## **SECTION E            PROPOSAL ORGANIZATION AND SUBMISSION**

This section outlines specific information necessary for the proper organization and manner in which Offerors' Proposals should be proffered. References are made to other sections in this RFP for further explanation.

### **E.1      Submission Identification**

Submissions shall be proffered in an original and eight (8) copies. The Offeror's submission shall be placed in a sealed envelope conspicuously marked: "Proposal for HVAC Technician Services."

### **E.2      Delivery or Mailing of Submissions**

Submissions should be delivered or mailed to:

DC Department of General Services  
Att'n: JW Lanum  
Frank D. Reeves Center  
2000 14<sup>th</sup> Street, NW, 8<sup>th</sup> Floor  
Washington, DC 20009

### **E.3      Date and Time for Receiving Submissions**

Submissions shall be received no later than 2:00 pm EDT, on September 20, 2012. The Offeror assumes the sole responsibility for timely delivery of its Submission, regardless of the method of delivery.

### **E.4      Submission Size, Organization and Offeror Qualifications**

All submissions shall be submitted on 8-1/2" x 11" bond paper and typewritten. Telephonic, telegraphic, and facsimile submissions shall not be accepted. The Department is interested in a qualitative approach to presentation material. Brief, clear and concise material is more desirable than quantity. The submission shall be organized as follows:

#### **E.4.1   Bid Form**

Each Offeror shall submit a bid form substantially in the form of **Attachment B**. Material deviations, in the opinion of the Department, from the bid form shall be sufficient to render the proposal non-responsive.



#### **E.4.2 Disclosure Form**

Each Offeror shall submit a Disclosure Statement substantially in the form of **Attachment C**.

#### **E.4.3 Executive Summary**

Each Offer should provide a summary of no more than three pages of the information contained in the following sections.

#### **E.4.4 General Team Information and Firm(s) Data**

Each Offeror should provide the following information for the Design-Builder and each of its subconsultants.

- A. Name(s), address(es), and role(s) of each firm (including all sub-consultants)
- B. Firm profile(s), including:
  - i. Age
  - ii. Firm history(ies)
  - iii. Firm size(s)
  - iv. Areas of specialty/concentration
  - v. Current firm workload(s) projected over the next year
  - vi. Provide a list of any contract held by the Offeror where the contract was terminated (either for default or convenience). This list should also identify any contracts that resulted in litigation or arbitration between the Owner and the Offeror. If the Offeror has multiple offices, only contracts held by the office submitting this proposal need be listed.
- C. Description of the team organization and personal qualifications of key staff, including:
  - i. Identification of the single point of contact for the Design-Builder.
  - ii. Organizational chart illustrating reporting lines and names and titles for key participants proposed by the team.
  - iii. Resumes for each key participant on the team, including definition of that person's role, relevant project experience, and current workload over the next two years.

- iv. Experience that the key team members have working together.

#### **E.4.5 Relevant Experience and Capabilities**

- A. Detailed descriptions of no more than eight (8) projects that best illustrate the team's experience and capabilities relevant to this project. On each project description, please provide all of the following information in consistent order:
  - i. Project name and location
  - ii. Name, address, contact person and telephone number for owner reference
  - iii. Brief project description including project cost, square footage, firm's scope of work, and key firm strengths exhibited
  - iv. Identification of personnel involved in the selected project who are proposed to work on this project
  - vi. Project process and schedule data including construction delivery method, and construction completion date (any unusual events or occurrences that affected the schedule should be explained)
  - vii. Construction cost data including pre-construction budget, and actual construction cost (if actual construction cost exceeds original, please explain why)

#### **E.4.6 Project Management Plan**

Each Offeror should submit a Project Management Plan that addresses the issues set forth in Section D.4.4 of this RFP.

#### **E.4.7 Cost Information**

The Offeror should submit the Bid Form in substantially the form of **Attachment B**.

#### **E.4.8 Local Business Utilization Plan**

Each Offeror must submit a proposed Local Business Utilization Plan that identifies the specific certified business enterprises that will participate in the contract and their anticipated roles. In addition, each Offeror should provide: (i) a narrative description of similar projects and the Offeror's success in meeting such goals; and (ii) a chart, in summary form, that identifies the Offeror's major public projects over the last five years and its success in achieving such goals (creativity should be displayed regarding joint-venture and subcontractor agreements).

#### **E.4.9 Workforce Utilization Plan**

Each Offeror must submit a Workforce Utilization Plan that describes how the Offeror will increase participation by District residents in performing the labor necessary for the Project. The plan should set forth how specifically the Offeror will implement its plan to increase participation by District residents. The Offeror shall also provide a chart, in summary form, that depicts the level of participation by District residents in past projects with the District.

#### **E.4.10 Tax Affidavit**

Each Offeror must submit a tax affidavit substantially in the form of **Attachment D**. In order to be eligible for this procurement, Offerors must be in full compliance with their tax obligations to the District of Columbia government.

## **SECTION F            BIDDING PROCEDURES & PROTESTS**

### **F.1      Contact Person**

For information regarding this RFP please contact:

Thomas D. Bridenbaugh  
Leftwich & Ludaway, LLC  
1400 K Street, NW  
Suite 1000  
Washington, D.C. 20005  
Phone: (202) 434-9100  
Facsimile: (202) 783-3420

Any written questions or inquiries should be sent to Thomas Bridenbaugh at the address above.

### **F.2      Preproposal Conference**

A preproposal conference will be held on September 4, 2012 at 10:30 a.m. The conference will be held at the Frank D. Reeves Center, 2<sup>nd</sup> Floor Community Room, 2000 14<sup>th</sup> Street, NW, Washington, DC 20009. Interested Offerors are strongly encouraged to attend.

### **F.3      Explanations to Prospective Offerors**

Each Offeror should carefully examine this Request for Proposals and any and all amendments, addenda or other revisions, and thoroughly familiarize itself with all requirements prior to proffering a submission. Should an Offeror find discrepancies or ambiguities in, or omissions from, the RFP and amendments, addenda or revisions, or otherwise desire an explanation or interpretation of the RFP, any amendments, addenda, or revisions, it must submit a request for interpretation or correction in writing. Any information given to an Offeror concerning the solicitation shall be furnished promptly to all other Offerors as an amendment or addendum to this RFP if in the sole discretion of the Department that information is necessary in proffering submissions or if the lack of it would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before the award of the contract shall not be binding.

Requests should be directed to Thomas Bridenbaugh at the address listed in Section F.1 no later than the close of business on September 13, 2012. The person making the request shall be responsible for prompt delivery.

### **F.4      Protests**

Protests shall be governed by Section 4734 of the Department's Procurement Regulations (27 DCMR § 4734). Protests alleging defects in this solicitation must be filed prior to the time set for receipt of submissions. If an alleged defect does not exist in this initial RFP, but was

incorporated into the RFP by an amendment or addendum, a protest based on that defect must be filed before the next closing time established for proffering submissions. In all other cases, a protester shall file the protest within ten (10) days after the protester knows or should have known, whichever is earlier, of the facts and circumstances upon which the protest is based. All protests must be made in writing to the Department's Chief Contracting Officer ("CCO") and must be filed in duplicate. Protests shall be served on the Department by obtaining written and dated acknowledgment of receipt from the Department's CCO. Protests received by the Department after the indicated period shall not be considered. To expedite handling of protests, the envelope shall be labeled "Protest".

This section is intended to summarize the bid protest procedures and is for the convenience of the Offerors only. To the extent any provision of this section is inconsistent with the Procurement Regulations, the more stringent provisions shall prevail.

#### **F.5 Contract Award**

This procurement is being conducted in accordance with the provisions of Section 4716 of the Department's Procurement Regulations (27 DCMR § 4716).

#### **F.6 Retention of Submissions**

All submissions shall be retained by the Department and therefore shall not be returned to the Offerors. With the exception of proprietary financial information, the submissions shall become the property of the Department and the Department shall have the right to distribute or use such information as it determines.

#### **F.7 Examination of Submissions**

Offerors are expected to examine the requirements of all instructions (including all amendments, addenda, attachments and exhibits) in this RFP. Failure to do so shall be at the sole risk of the Offeror and may result in disqualification.

#### **F.8 Late Submissions: Modifications**

- A. Any submission or best and final offer received at the office designated in this RFP after the exact time specified for receipt shall not be considered.
- B. Any modification of a submission, including a modification resulting from the CCO's requests for best and final offers, is subject to the same conditions as in F.8.A stated above.
- C. The only acceptable evidence to establish the time of receipt at the Department's office is the time-date stamp of such installation on the submission wrapper or other documentary evidence of receipt maintained by the installation.

- D. Notwithstanding any other provisions of this Request for Proposals to the contrary, a late modification of an otherwise successful submission which makes its terms more favorable to the Department may be considered at any time it is received and may be accepted.
- E. Submissions shall be irrevocable and remain in full force and effect for a period not less than 120 days after receipt of submissions.

#### **F.9 No Compensation for Preparation of Submissions**

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

#### **F.10 Rejection of Submissions**

The Department reserves the right, in its sole discretion:

- A. To cancel this solicitation or reject all submissions.
- B. To reject submissions that fail to prove the Offeror's responsibility.
- C. To reject submissions that contain conditions and/or contingencies that in the Department's sole judgment, make the submission indefinite, incomplete, otherwise non-responsive, or otherwise unacceptable for award.
- D. To waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to any Offeror.
- E. To take any other action within the applicable Procurement Regulations or law.
- F. To reject the submission of any Offeror that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals.

**F.11 Limitation of Authority**

Only a person with prior written authority from the CCO shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clauses or conditions of the contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this RFP is not effective or binding unless made in writing and signed by the CCO or its authorized representative.

**F.12 Non-Responsive Pricing**

In general, the Department will consider a proposal non-responsive if Offeror's price is greater than 150% of the median price submitted by other Offerors. The Department reserves the right to deem a proposal non-responsive if Offeror's price is greater than 150% of the independent government estimate.

## **SECTION G            INSURANCE REQUIREMENTS**

### **G.1     Required Insurance**

The contractor will be required to maintain the following types of insurance throughout the life of the contract. The Contractor shall be responsible for the payment of all costs associated with the required insurance, including any and all premiums and, in the case of a claim, any applicable deductible.

**G.1.1** Commercial general public liability insurance (“Liability Insurance”) against liability for bodily injury and death and property damage, such Liability Insurance to be in an amount not less than Five Million Dollars (\$5,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and Five Million Dollars (\$5,000,000) from the aggregate of all occurrences within each policy year. The policy should include completed operations coverage. The Design-Builder will be required to maintain this coverage in force for a period of at least two years after substantial completion.

**G.1.2** Workers’ compensation and Employers Liability coverage providing statutory benefits for all persons employed by the contractor, or its contractors and subcontractors at or in connection with the Work.

**G.1.3** Automobile Liability, including Hired and Non-Owned Auto Liability in the amount of at least One Million Dollars (\$1,000,000) for each occurrence for bodily injury and property damage.

### **G.2     Additional Insureds**

Each insurance policy shall be issued in the name of the contractor and shall name as additional insured parties the Department and the District of Columbia, and shall not be cancelable or reduced without thirty (30) days prior written notice to the Department.

### **G.3     Waiver of Subrogation**

All such insurance shall contain a waiver of subrogation against the Department and the District of Columbia, and their respective agents.

### **G.4     Strength of Insurer**

All insurance shall be placed with insurers that are reasonably acceptable to the Department and with an A.M. Best’s rating of not less than A- (Excellent) and a surplus size of not less than XV. All such insurers shall be licensed/approved to do business in the District of Columbia.



**Attachment A**

**Facility Groupings**

Attachment A  
Facility Groups

DCPS FY 2013 HVAC Technical Services School Groups				
	School Name	Type	Ward	Address
<b>GROUP 1</b>				
1	Adams	ES	1	2020 19th Street, NW
2	Bancroft	ES	1	1755 Newton Street, NW
3	Banneker	SHS	1	800 Euclid Street, NW
4	Columbia Heights (Bell/Lincoln)	EC	1	3101 16th Street, NW
5	Cardozo	SHS	1	1300 Clifton Street, NW
6	Cleveland	ES	1	1825 8th Street, NW
7	Cooke, H. D.	ES	1	2525 17th St NW
8	Garnet-Patterson (Shaw)	MS	1	2001 10th Street, NW
9	Lewis (Washington Met)	ES	1	300 Bryant Street, NW
10	Park View (Bruce Monroe)	ES	1	3560 Warder Street, NW
11	Reed, Marie	LC	1	2200 Champlain Street, NW
12	Tubman	ES	1	3101 13th Street, NW
13	Ellington	SHS	2	1698 35th Street, NW
14	Francis (Stevens)	JHS	2	2425 N Street, NW
15	Garrison	ES	2	1200 S Street, NW
16	Hardy	MS	2	1819 35th Street, NW
17	Hyde	ES	2	3219 O Street, NW
18	Ross	ES	2	1730 R Street, NW
19	Seaton	ES	2	1503 10th Street, NW
20	Shaw	Closed	2	925 Rhode Island Avenue, NW
21	Thomson	ES	2	1200 L Street, NW
22	Deal	JHS	3	3815 Fort Drive, NW
23	Eaton	ES	3	3301 Lowell Street, NW
24	Hearst	ES	3	3950 37th Street, NW
25	Janney	ES	3	4130 Albemarle Street, NW
26	Key	ES	3	5001 Dana Place, NW
27	Mann	ES	3	4430 Newark Street, NW
28	Murch	ES	3	4810 36th Street, NW
29	Oyster	ES	3	2801 Calvert Street, NW
30	Stoddert	ES	3	4001 Calvert Street, NW
31	Wilson, Woodrow	SHS	3	3950 Chesapeake St., NW
32	Barnard	ES	4	430 Decatur Street, NW
33	Brightwood	ES	4	1300 Nicholson Street, NW
34	Coolidge	SHS	4	6315 5th Street, NW
35	Lafayette	ES	4	5701 Broad Branch Road, NW
36	LaSalle	ES	4	501 Riggs Road, NE
37	MacFarland	MS	4	4400 Iowa Avenue, NW
38	Powell	ES	4	1350 Upshur Street, NW
39	Raymond	ES	4	915 Spring Road, NW
40	Roosevelt	SHS	4	4301 13th Street, NW
41	Sharpe Health	N/A	4	4300 13th Street, NW
42	Shepherd	ES	4	7800 14th Street, NW
43	Takoma	EC	4	7010 Piney Branch Road, NW
44	Truesdell	ES	4	800 Ingraham Street, NW
45	West	ES	4	1338 Farragut Street, NW
46	Whittier	ES	4	6201 5th Street, NW
47	Browne	JHS	5	850 26th Street, NE
48	Bunker Hill (Brookland)	ES	5	1401 Michigan Ave., NE

Attachment A  
Facility Groups

<b>DCPS FY 2013 HVAC Technical Services School Groups</b>				
	<b>School Name</b>	<b>Type</b>	<b>Ward</b>	<b>Address</b>
49	Burroughs	ES	5	1820 Monroe Street, NE
50	Dunbar	SHS	5	1301 New Jersey Ave., NW
51	Emery	ES	5	1720 1st Street, NE
52	Hamilton	Special ED	5	1401 Brentwood Parkway, NE
53	Langdon	ES	5	1900 Evarts Street, NE
54	Lee, Mamie D.	Special ED	5	100 Gallatin Street, NE
55	Marshall	EC	5	3100 Fort Lincoln Drive, NE
56	McKinley Tech	SHS	5	101 T Street, NE
57	Moore, Luke Academy	SHS	5	1001 Monroe Street, NE
58	Noyes	ES	5	2725 10th St., NE
59	Penn Center	Admin	5	1709 3rd Street, NE
60	Phelps	HS	5	704 26th Street, NW
61	Shaed	Closed	5	301 Douglas Street, NE
62	Spingarn	SHS	5	2500 Benning Road, NE

Attachment A  
Facility Groups

DCPS FY 2013 HVAC Technical Services School Groups				
	School Name	Type	Ward	Address
<b>GROUP 2</b>				
1	Amidon	ES	6	401 Eye Street, SW
2	Brent	ES	6	330 3rd Street, SE
3	Eastern	SHS	6	1700 East Capitol Street, NE
4	Eliot	JHS	6	1830 Constitution Avenue, NE
5	Goding (Prospect)	Special ED	6	920 F Street, NE
6	Jefferson	JHS	6	801 7th Street, SW
7	Logan	Closed	6	215 G Street, NE
8	Ludlow-Taylor	ES	6	659 G Street, NE
9	Maury	ES	6	1250 Constitution Avenue, NE
10	Miner	ES	6	601 15th Street, NE
11	Payne	ES	6	305 15th Street, SE
12	Peabody	ES	6	425 C Street, NE
13	Stuart-Hobson	MS	6	410 E Street, NE
14	Tyler	ES	6	1001 G Street, SE
15	Van Ness	Admin	6	1150 5th Street, SE
16	Walker-Jones	EC	6	100 L Street, NW
17	Watkins	ES	6	420 12th Street, SE
18	Wilson, J.O.	ES	6	660 K Street, NE
19	Aiton	ES	7	533 48th Place, N.E
20	Beers	ES	7	3600 Alabama Ave., SE
21	Brown, Ronald	MS	7	4800 Meade Street, NE
22	Burrville	ES	7	801 Division Avenue, NE
23	Davis	ES	7	4430 H Street, SE
24	Drew	ES	7	5600 Eads Street, NE
25	Fletcher Johnson	Closed	7	4650 Benning Road, SE
26	Harris, C.W.	ES	7	301 53rd Street, SE
27	Houston	ES	7	1100 50th Place, NE
28	Kelly Miller	MS	7	215 49th Street, NE
29	Kenilworth	ES	7	1300 44th Street, NE
30	Kimball	ES	7	3375 Minnesota Avenue, SE
31	Nalle	ES	7	219 50th Street, SE
32	Plummer	ES	7	4601 Texas Avenue, SE
33	Randle Highlands	ES	7	1650 30th Street, SE
34	River Terrace	Closed	7	420 34th Street, NE
35	Shadd	Closed	7	5601 East Capitol Street, SE
36	Smothers	ES	7	4400 Brooks Street, NE
37	Sousa	MS	7	3650 Ely Place, SE
38	Thomas	ES	7	650 Anacostia Avenue, NE
39	Winston	EC	7	3100 Erie Street, SE
40	Anacostia	SHS	8	1601 16th Street, SE
41	Ballou	SHS	8	3401 4th Street, SE
42	Ferebee-Hope	ES	8	3999 8th Street, SE
43	Garfield	ES	8	2435 Alabama Avenue, SE
44	Green	Closed	8	1500 Mississippi Avenue, SE
45	Hart	MS	8	601 Mississippi Avenue, SE
46	Hendley	ES	8	425 Chesapeake Street, SE
47	Johnson	JHS	8	1400 Bruce Place, SE
48	Ketcham	ES	8	1919 15th Street, SE
49	King, M.L.	ES	8	3200 6th Street, SE
50	Kramer	MS	8	1700 Q Street, SE
51	Leckie	ES	8	4200 Martin Luther King Ave., SE
52	Malcolm X	ES	8	1351 Alabama Avenue, SE

Attachment A  
Facility Groups

DCPS FY 2013 HVAC Technical Services School Groups				
	School Name	Type	Ward	Address
53	Moten	ES	8	1565 Morris RD SE
54	Orr	ES	8	2200 Minnesota Ave., SE
55	Patterson	ES	8	4300 South Capitol Street, SW
56	Savoy	ES	8	2400 Shannon Place S.E.
57	Simon	ES	8	401 Mississippi Avenue, SE
58	Stanton	ES	8	2701 Naylor Road, SE
59	Terrell, M.C.	ES	8	3301 Wheeler Road, SE
60	Turner	ES	8	3264 Stanton RD SE
61	Wilkinson	Closed	8	2330 Pomeroy Road, SE

Attachment A  
Facility Groups  
GROUP 3  
DPR, MPD FEMS FACILITIES

Building Use	Address	Building Name	Postal Code	Ward
FIRE STATION	101 ATLANTIC STREET SE	ENGINE COMPANY 33	20032	08
FIRE STATION	1018 13TH ST NW	ENGINE COMPANY 16	20005	02
FIRE STATION	1103 HALF STREET SW	ENGINE COMPANY 7	20024	06
FIRE STATION	1227 MONROE STREET NE	ENGINE COMPANY 17	20017	05
FIRE STATION	1300 NEW JERSEY AVENUE NW	ENGINE COMPANY 6	20001	06
FIRE STATION	1338 PARK ROAD NW	ENGINE COMPANY 11	20010	01
FIRE STATION	1340 RHODE ISLAND AVENUE NE	ENGINE COMPANY 26	20018	05
FIRE STATION	1342 FLORIDA AVENUE NE	ENGINE COMPANY 10	20002	05
FIRE STATION	1520 C STREET SE	ENGINE COMPANY 8	20003	06
FIRE STATION	1617 U STREET NW	ENGINE COMPANY 9	20009	01
FIRE STATION	1763 LANIER PLACE NW	ENGINE COMPANY 21	20009	01
FIRE STATION	1923 VERMONT AVENUE NW	GRIMKE SCHOOL	20001	01
FIRE STATION	2101 14TH STREET SE	ENGINE COMPANY 15	20020	08
FIRE STATION	2119 G ST NW	ENGINE COMPANY 23	20037	02
FIRE STATION	2225 5TH STREET NE	ENGINE COMPANY 12	20002	05
FIRE STATION	2225 M ST NW	ENGINE COMPANY 1	20037	02
FIRE STATION	2425 IRVING ST SE	ENGINE COMPANY 32	20020	08
FIRE STATION	2531 SHERMAN AVENUE NW	ENGINE COMPANY 4	20001	01
FIRE STATION	2813 PENNSYLVANIA AVENUE SE	ENGINE COMPANY 19	20020	07
FIRE STATION	3170 V STREET NE	DC FIRE & RESCUE	20018	05
FIRE STATION	320 MCMILLAN DRIVE NW	EMERGENCY MGT COM	20001	01
FIRE STATION	3203 MARTIN LUTHER KING JR AVENUE SE	ENGINE COMPANY 25	20032	08
FIRE STATION	3414 DENT PL NW	ENGINE COMPANY 5	20007	02
FIRE STATION	3420 14TH STREET NW	ENGINE COMPANY 11	20010	01
FIRE STATION	3522 CONNECTICUT AV NW	ENGINE COMPANY 28	20008	03
FIRE STATION	414 8TH STREET SE	ENGINE COMPANY 18	20003	06
FIRE STATION	4201 MINNESOTA AVENUE NE	ENGINE COMPANY 27	20019	07
FIRE STATION	4300 WISCONSIN AVENUE NW	ENGINE COMPANY 20	20016	03
FIRE STATION	439 NEW JERSEY AV NW	ENGINE COMPANY 3	20001	06
FIRE STATION	450 6TH STREET SW	ENGINE COMPANY 13	20024	06
FIRE STATION	4600 SHEPHERD PARKWAY SW	TRAINING ACADEMY	20032	08
FIRE STATION	4600 SHEPHERD PARKWAY SW - TRAINING ACADEMY	FIRE TRAINING SCHOOL	20032	08
FIRE STATION	4801 NORTH CAPITOL STREET NE	ENGINE COMPANY 14	20011	05
FIRE STATION	4811 MACARTHUR BLVD NW	ENGINE COMPANY 29	20007	03
FIRE STATION	4930 CONNECTICUT AVENUE NW	ENGINE COMPANY 31	20008	03
FIRE STATION	50 49TH STREET NE	ENGINE COMPANY 30	20019	07
FIRE STATION	500 F STREET NW	ENGINE COMPANY 2	20001	02
FIRE STATION	5101 GEORGIA AVENUE NW	ENGINE COMPANY 24	20011	04
FIRE STATION	5760 GEORGIA AVENUE NW	ENGINE COMPANY 22	20011	04
FIRE STATION	915 GALLATIN STREET NW	READY RESERVE	20011	04
OFFICE	3149 16TH ST NW	DEPARTMENT OF PARKS & RECREATION		
POLICE STATION	100 42ND STREET NE	6TH DISTRICT	20019	07
POLICE STATION	101 M STREET SW	1ST DISTRICT (BOWEN)	20024	06
POLICE STATION	1215 3RD STREET NE	SOD TATICAL BRANCH	20002	06
POLICE STATION	1624 V STREET NW	3RD DISTRICT HEADQUARTERS		
POLICE STATION	17 DC VILLAGE LANE SW	EVIDENCE CONTROL FACILITY	20032	08
POLICE STATION	1700 RHODE ISLAND AVENUE NE	YOUTH DIVISION	20018	05
POLICE STATION	1805 BLADENSBURG ROAD NE	5TH DISTRICT	20002	05
POLICE STATION	2175 WEST VIRGINIA AVENUE NE	FLEET SERVICE	20002	05
POLICE STATION	2301 L ST NW	SPECIAL OPERATIONS DIVISION	20037	02

Attachment A  
Facility Groups  
GROUP 3  
DPR, MPD FEMS FACILITIES

POLICE STATION	2455 ALABAMA AVENUE SE	SEVENTH DISTRICT	20020	08
POLICE STATION	2701 PENNSYLVANIA AVENUE SE	LEASE # 0803 / 6TH DISTRICT SUB	20020	07
POLICE STATION	3320 IDAHO AVENUE NW	SECOND DISTRICT HQ	20016	03
POLICE STATION	3500 ANACOSTIA AVE SW	IMPOUND LOT #3		
POLICE STATION	4101 BENNING ROAD NE	BOY'S & GIRLS CLUB	20019	07
POLICE STATION	415 4TH STREET SW	FIRST DISTRICT POLICE HDQ	20024	06
POLICE STATION	429 O STREET NW	BUNDY REC CTR		
POLICE STATION	4665 BLUE PLAINS DRIVE SW	POLICE TRAINING ACADEMY, K-9 UNIT	20032	08
POLICE STATION	4666 BLUE PLAINS DR. SW - ANNEX BLDG	ANNEX BUILDING	20032	08
POLICE STATION	4667 BLUE PLAINS DR. SW - K-9	K-9	20032	08
POLICE STATION	4669 BLUE PLAINS DR. SW - BOMB SQUAD TRAILERS	BOMB SQUAD	20032	08
POLICE STATION	4TH & SCHOOL STREETS SW	CONSOLODATED FORENSIC LAB		
POLICE STATION	500 E STREET SE	1ST DISTRICT SUB	20003	06
POLICE STATION	5001 SHEPHERD PARKWAY SW	ID IMPOUNDMENT LOT	20032	08
POLICE STATION	501 NEW YORK AV NW	TRAFFIC SAFETY AND SPECIAL ENFORCEMENT	20001	06
POLICE STATION	550 WATER STREET SW	IMPOUND LOT #1		
POLICE STATION	6 DC VILLAGE LANE SW	BLUE PLAIN DR., SW	20032	08
POLICE STATION	6001 GEORGIA AVENUE NW	4TH DISTRICT POLICE HEADQUARTERS	20011	04
POLICE STATION	750 PARK ROAD NW	THIRD DISTRICT SUB STATION	20010	01
POLICE STATION	801 SHEPHERD STREET NW	REGIONAL OPERATIONS CRIME CENTER	20011	04
POLICE STATION	801 TAYLOR STREET NW	PETWORTH REC CTR (RES 07100000)	20011	04
POLICE STATION	8TH STREET NW AND SHEPHERD STREET NW	PETWORTH ELEMENTARY		
POLICE STATION	903 FRANKLIN STREET NE	INTELLIGENCE UNIT	20017	05
POOL/SPRAY PARK	100 JOLIET STREET SW	BALD EAGLE POOL	20032	08
POOL/SPRAY PARK	100 SHERRIER EDMOND PL NW	PALISADES SPRAY PARK	20016	03
POOL/SPRAY PARK	100 STODDERT PLACE SE	BENNING STODDERT SPRAY PARK	20019	07
POOL/SPRAY PARK	1000 OHIO DRIVE SW	EAST POTOMAC POOL	20024	02
POOL/SPRAY PARK	1100 MICHIGAN AVENUE NE	TURKEY THICKET AQUATIC CENTER	20017	05
POOL/SPRAY PARK	1100 MICHIGAN AVENUE NE - RECREATION	TURKEY THICKET AQUATIC CENTER	20017	05
POOL/SPRAY PARK	1230 SUMNER RD SE	BARRY FARM POOL	20020	08
POOL/SPRAY PARK	1230 SUMNER RD SE - CHILD POOL	BARRY FARM CHILDREN'S POOL	20020	08
POOL/SPRAY PARK	14TH STREET NW AND PARK ROAD NW	14TH AND PARK ROAD SPRAY PARK	20010	01
POOL/SPRAY PARK	1555 34TH STREET NW	VOLTA PARK POOL	20007	02
POOL/SPRAY PARK	1743 LINCOLN ROAD NE	HARRY THOMAS POOL	20002	05
POOL/SPRAY PARK	1800 ANACOSTIA DRIVE SE	ANACOSTIA POOL	20020	08
POOL/SPRAY PARK	1812 ERIE STREET SE	FORT STANTON POOL	20020	08
POOL/SPRAY PARK	1921 FREDRICK DOUGLASS COURT SE	DOUGLASS POOL	20020	08
POOL/SPRAY PARK	2200 CHAMPLAIN STREET NW - POOL	MARIE REED RECREATION CENTER	20009	01
POOL/SPRAY PARK	2435 N STREET NW	FRANCIS POOL	20007	02
POOL/SPRAY PARK	25 I STREET SW	RANDALL POOL	20024	06
POOL/SPRAY PARK	2500 GEORGIA AVENUE NW	BANNEKER POOL	20001	01
POOL/SPRAY PARK	2500 N ST NW	FRANCIS SWIMMING POOL		
POOL/SPRAY PARK	300 VAN BUREN STREET NW	TAKOMA AQUATIC CENTER	20012	04
POOL/SPRAY PARK	3100 FORT LINCOLN DRIVE NE	MARSHALL	20018	05
POOL/SPRAY PARK	3201 FORT LINCOLN DRIVE NE	THEODORE HAGANS POOL	20018	05
POOL/SPRAY PARK	3265 S STREET NW	JELLEFF POOL	20007	02
POOL/SPRAY PARK	400 12TH STREET SE	WATKINS CHILDREN'S POOL	20003	06
POOL/SPRAY PARK	4300 ARKANSAS AVENUE NW	UPSHUR POOL	20011	04
POOL/SPRAY PARK	4500 VAN NESS ST NW	FRIENDSHIP SPRAY PARK	20016	03
POOL/SPRAY PARK	4551 FORT DRIVE NW	WILSON AQUATIC CENTER	20016	03
POOL/SPRAY PARK	4900 BROOKS STREET NE	KELLY MILLER POOL	20019	07
POOL/SPRAY PARK	4TH STREET SE AND MISSISSIPPI AVENUE SE	OXON RUN POOL	20032	08

Attachment A  
Facility Groups  
GROUP 3  
DPR, MPD FEMS FACILITIES

POOL/SPRAY PARK	500 L STREET SE	LINCOLN CAPPER POOL		
POOL/SPRAY PARK	501 RIGGS ROAD NE	RIGGS LASALLE SPRAY PARK	20011	04
POOL/SPRAY PARK	501 RIGGS ROAD NE - RECREATION	RIGGS LASALLE SPRAY PARK	20011	04
POOL/SPRAY PARK	5100 SOUTHERN AVENUE SE	BENNING PARK POOL	20019	07
POOL/SPRAY PARK	555 L STREET SE	LINCOLN CAPPER CHILDREN'S POOL	20003	06
POOL/SPRAY PARK	5900 33RD STREET NW	LAFAYETTE SPRAY PARK	20015	04
POOL/SPRAY PARK	693 OTIS PLACE NW	PARKVIEW CHILDRENS POOL	20010	01
POOL/SPRAY PARK	830 RIDGE ROAD SE	FORT DUPONT POOL		
POOL/SPRAY PARK	972 OHIO DRIVE SW	EAST POTOMAC PARK POOL AND BAT		
POOL/SPRAY PARK	MILLS AVENUE NE AND HAMLIN STREET NE	LANGDON PARK POOL AND BATH HO		
RECREATION CENTR	100 JOLIET STREET SW - RECREATION	BALD EAGLE REC CENTER	20032	08
RECREATION CENTR	100 N STREET NW	NEW YORK AVENUE DAYCARE	20001	05
RECREATION CENTR	100 SHERRIER EDMOND PL NW - RECREATION	PALISADES REC CTR	20016	03
RECREATION CENTR	100 STODDERT PLACE SE - RECREATION	BENNING STODDERT REC CTR	20019	07
RECREATION CENTR	1100 MICHIGAN AVE NE	TURKEY THICKET RECREATION CENTE	20017	05
RECREATION CENTR	1230 SUMNER RD SE - RECREATION	BARRY FARM RECREATION CENTER	20020	08
RECREATION CENTR	1299 NEAL STREET NE - RECREATION	JOSEPH H. COLE RECREATION CENTER	20002	05
RECREATION CENTR	1300 44TH STREET NE - RECREATION	KENILWORTH-PARKSIDE RECREATION	20019	07
RECREATION CENTR	1301 NEW JERSEY AV NW - POOL	DUNBAR AQUATIC CENTER	20001	05
RECREATION CENTR	1310 CHILDRESS STREET NE	TRINIDAD REC CTR	20002	05
RECREATION CENTR	1325 S STREET NW	SUPPORT SERVICES AND TRANSPORT	20009	01
RECREATION CENTR	1327 VAN BUREN STREET NW	FORT STEVENS RECREATION CENTER		
RECREATION CENTR	1330 V STREET NW	HARRISON RECREATION CENTER	20009	01
RECREATION CENTR	1333 EMERSON ST NE	NORTH MICHIGAN PARK RECREATION		
RECREATION CENTR	1340 HAMILTON STREET NW	HAMILTON RECREATION CENTER		
RECREATION CENTR	1349 CEDAR COURT NW	TAKOMA PLAY BRANCH	20009	01
RECREATION CENTR	1350 49TH STREET NE	DEANWOOD AQUATIC CENTER	20019	07
RECREATION CENTR	1350 49TH STREET NE - RECREATION	DEANWOOD RECREATION CENTER	20019	07
RECREATION CENTR	1400 41ST STREET SE	FORT DAVIS RECREATION CENTER		
RECREATION CENTR	1401 7TH STREET NW	KENNEDY REC CTR	20001	06
RECREATION CENTR	155 L STREET NW	RH TERRELL RECREATION CENTER	20001	06
RECREATION CENTR	1555 34TH STREET NW - RECREATION	GEORGETOWN REC CTR/VOLTA PARK	20007	02
RECREATION CENTR	1625 P STREET NW	STEAD RECREATION CENTER		
RECREATION CENTR	1701 GALES STREET NE	ROSEDALE REC CTR	20002	06
RECREATION CENTR	1743 LINCOLN ROAD NE - RECREATION	HARRY THOMAS REC CENTER	20002	05
RECREATION CENTR	1800 ANACOSTIA DRIVE SE - RECREATION	ANACOSTIA REC CTR	20020	08
RECREATION CENTR	1800 PERRY STREET NE	TAFT ANNEX	20018	05
RECREATION CENTR	1801 23RD STREET NW	MITCHELL PARK RECREATION CENTER		
RECREATION CENTR	1812 ERIE STREET SE - RECREATION	FORT STANTON RECREATION CENTER	20020	08
RECREATION CENTR	1875 COLUMBIA ROAD NW	KALORAMA RECREATION CENTER	20009	01
RECREATION CENTR	1898 STANTON TERRACE SE	DOUGLASS COMMUNITY CENTER	20020	08
RECREATION CENTR	20 TUCKERMAN ST NE	LAMOND RECREATION CENTER		
RECREATION CENTR	2000 14TH STREET NW	FRANKLIN D. REEVES CENTER	20009	01
RECREATION CENTR	201 N STREET SW	KING GREENLEAF RECREATION CENTE		
RECREATION CENTR	2100 STANTON TERR SE	DOUGLASS COMMUNITY CENTER AND		
RECREATION CENTR	2100 STANTON TERR SE BLDG 1	DOUGLASS COMMUNITY CENTER AND	20003	06
RECREATION CENTR	2100 STANTON TERR SE BLDG 2	DOUGLASS COMMUNITY CENTER AND	20003	06
RECREATION CENTR	2200 CHAMPLAIN STREET NW - RECREATION	MARIE REED RECREATION CENTER	20009	01
RECREATION CENTR	222 MASSACHUSETTS AVENUE NW	SHARE COMPUTER CENTER	20001	02
RECREATION CENTR	2311 14TH ST NE	BRENTWOOD RECREATION CENTER		
RECREATION CENTR	2412 RAND PL NE	ARBORETUM RECREATION CENTER		
RECREATION CENTR	25 I STREET SW - RECREATION	RECREATION CENTER	20024	06



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RECREATION CENTR	2500 14TH STREET NW	LOUGHRAN COMMUNITY CENTER	20009	01
RECREATION CENTR	2500 GEORGIA AVENUE NW - RECREATION	BANNEKER COMMUNITY CENTER	20001	01
RECREATION CENTR	26TH STREET AND O STREET NW	ROSE PARK RECREATION CENTER		
RECREATION CENTR	2901 20TH STREET NE	LANGDON PARK RECREATION CENTER		
RECREATION CENTR	300 INDIANA AVENUE NW	MUNICIPAL CENTER (EAB)	20001	02
RECREATION CENTR	300 VAN BUREN STREET NW - COMMUNITY	TAKOMA COMMUNITY CENTER	20012	04
RECREATION CENTR	300 VAN BUREN STREET NW - RECREATION	TAKOMA RECREATION CENTER	20012	04
RECREATION CENTR	301 FRANKLIN STREET NE	EDGEWOOD RECREATION CENTER		
RECREATION CENTR	301 VAN BUREN STREET NW	TAKOMA RECREATION CENTER FIELD		
RECREATION CENTR	3030 G STREET SE	DC THERAPEUTIC / TR CENTER		
RECREATION CENTR	3100 DENVER STREET SE	HILLCREST RECREATION CENTER	20020	07
RECREATION CENTR	3100 FORT LINCOLN DRIVE NE	MARSHALL	20018	05
RECREATION CENTR	3200 13TH STREET SE	MALCOLM X RECREATION CENTER	20032	08
RECREATION CENTR	3201 FORT LINCOLN DRIVE NE - RECREATION	THEODORE HAGANS CULTURAL CENT	20018	05
RECREATION CENTR	3265 S STREET NW - RECREATION	JELLEFF RECREATION CENTER	20007	02
RECREATION CENTR	3409 MACOMB ST NW	MACOMB RECREATION CENTER		
RECREATION CENTR	3600 TILDEN STREET NW	HEARST RECREATION CENTER		
RECREATION CENTR	3950 37TH STREET NW - RECREATION	HEARST ELEMENTARY	20008	03
RECREATION CENTR	3999 8TH STREET SE - POOL	FEREBEE-HOPE ELEM	20032	08
RECREATION CENTR	3999 8TH STREET SE - RECREATION	FEREBEE-HOPE ELEM	20032	08
RECREATION CENTR	400 12TH STREET SE - RECREATION	WATKINS RECREATION CENTER	20003	06
RECREATION CENTR	4001 CALVERT STREET NW	STODDERT TERR REC CTR	20007	03
RECREATION CENTR	4001 CALVERT STREET NW - RECREATION	STODDERT TERR REC CTR	20007	03
RECREATION CENTR	4300 ARKANSAS AVENUE NW - RECREATION	RECREATION CENTER	20011	04
RECREATION CENTR	4500 Q STREET NW	HARDY RECREATION CENTER	20007	03
RECREATION CENTR	4500 VAN NESS ST NW - RECREATION	FRIENDSHIP RECREATION CENTER	20016	03
RECREATION CENTR	4801 NANNIE HELEN BURROUGHS AVENUE NE	LEDERER GARDENS	20019	07
RECREATION CENTR	4TH STREET SE AND MISSISSIPPI AVENUE SE - RECREATI	OXON RUN RECREATION CENTER	20032	08
RECREATION CENTR	5100 SOUTHERN AVENUE SE - RECREATION	BENNING PARK REC	20019	07
RECREATION CENTR	5200 2ND ST NW	RUDOLPH RECREATION CENTER		
RECREATION CENTR	5200 SHERRIER PL NW	PALISADES COMMUNITY CENTER		
RECREATION CENTR	5500 41ST STREET NW	CHEVY CHASE RECREATION CENTER	20015	03
RECREATION CENTR	5601 CONNECTICUT AVE NW	CHEVY CHASE COMMUNITY CENTER		
RECREATION CENTR	5601 CONNECTICUT AVENUE NW	CHEVY CHASE COMMUNITY CENTER/	20015	03
RECREATION CENTR	5801 GEORGIA AVENUE NW	EMERY REC CTR	20011	04
RECREATION CENTR	5900 33RD STREET NW - RECREATION	LAFAYETTE REC CENTER/COHA	20015	04
RECREATION CENTR	611 ALABAMA AVENUE SE	CONGRESS HEIGHTS REC CTR	20032	08
RECREATION CENTR	6201 BANKS PLACE NE	MARVIN GAYE RECREATION CENTER	20019	07
RECREATION CENTR	635 NORTH CAROLINA AVE SE	WILLIAM RUMSEY, SR. AQUATIC CENT		
RECREATION CENTR	640 10TH STREET NE	SHERWOOD RECREATION CENTER	20002	06
RECREATION CENTR	650 SAVANNAH STREET SE	CONGRESS HEIGHTS RECREATION CEN		
RECREATION CENTR	6500 3RD STREET NW	TAKOMA COMMUNITY CENTER		
RECREATION CENTR	693 OTIS PLACE NW - RECREATION	PARKVIEW REC CTR	20010	01
RECREATION CENTR	701 MISSISSIPPI AVENUE SE	SOUTHEAST TENNIS & LEARNING CEN	20032	08
RECREATION CENTR	800 RIDGE ROAD SE	RIDGE ROAD RECREATION CENTER		
RECREATION CENTR	801 TAYLOR STREET NW - RECREATION	PETWORTH RECREATION CENTER	20011	04
RECREATION CENTR	820 SOUTH CAPITOL ST SW	RANDALL RECREATION CENTER AND F		
RECREATION CENTR	915 SPRING ROAD NW - RECREATION	RECREATION CENTER	20010	04
RECREATION CENTR	MARTIN LUTHER KING JR AVENUE AND ELMIRA STREET SW	FT. GREBLE REC CENTER	20032	08

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DPR, MPD FEMS FACILITIES

RECREATION CENTR	SOUTHERN AVENUE SE AND FABLE STREET SE	BENNING PARK COMMUNITY CENTER	20019	07
RECREATIONAL	1480 GIRARD STREET NW	COLUMBIA HEIGHTS SPRAY PARK	20009	01
RECREATIONAL	4025 14TH ST NW	TWIN OAKS GARDEN		

Attachment A  
Facility Groups  
GROUP 4  
(OTHER MUNICIPAL FACILITIES)

Building Use	Address	Building Name	Postal Code	Ward
DMV	1233 BRENTWOOD ROAD NE	LEASE # 0111	20018	05
DMV	301 C STREET NW	DMV	20001	06
DMV	3214 PENNSYLVANIA AVENUE SE	DMV	20020	07
DMV	3220 M ST NW	LEASE # 0015 / DC DMV - GEORGETOWN PARK		
DMV	95 M STREET SW	UNITED WAY BUILDING - DMV	20024	06
GARAGE	1431 OKIE ST NE	LEASE # 1001	20002	05
GARAGE	4056 MINNESOTA AVENUE NE	LEASE # 0903	20019	07
GARAGE	4058 MINNESOTA AVENUE NE	DOES		07
OFFICE	1001 HALF ST SW	1001 HALF ST SW	20024	06
OFFICE	1100 4TH STREET SW E	LEASE # 0705 EAST		
OFFICE	1101 4TH STREET SW W	LEASE # 0705 WEST		
OFFICE	1133 15TH STREET NW	LEASE # 9018	20005	02
OFFICE	1200 1ST STREET NE	LEASE # 0904	20002	06
OFFICE	1207 TAYLOR STREET NW	LEASE # 0302	20011	04
OFFICE	1250 U STREET NW	LEASE # 0201	20009	01
OFFICE	1323 NAYLOR COURT NW	OFFICE OF PUBLIC RECORDS	20001	02
OFFICE	1333 H STREET NW	LEASE # 9809	20005	02
OFFICE	1338 G STREET SE			
OFFICE	1338 G STREET SE	SIGN FABRICATION SHOP		
OFFICE	1338 G STREET SE	DPW STREET CLEANING BUILDING		
OFFICE	1338 G STREET SE	TRAFFIC SERVICES SIGNAL BUILDING		
OFFICE	1340 G STREET SE	DPW TSA SIGN SHOP		
OFFICE	1340 G STREET SE	ADMINISTRATION BUILDING		
OFFICE	1350 PENNSYLVANIA AVE NW	JOHN A. WILSON BUILDING	20004	02
OFFICE	1400 I STREET NW	LEASE # 0512 / OFFICE OF POLICE COMPLAINTS	20005	02
OFFICE	15TH & GIRARD STS NW	COLUMBIA HEIGHTS		
OFFICE	1620 V STREET NW	THIRD DISTRICT HQ	20009	01
OFFICE	1725 15TH STREET NE	O & P BUILDINGS		
OFFICE	1800 MARTIN LUTHER KING JR AVENUE SE	LEASE # 0801	20020	08
OFFICE	1833 WEST VIRGINIA AVENUE, NE	DPW VEHICLE MAINTENANCE FACILITY 2		
OFFICE	1860 KENDALL STREET NE	YOUTH SERVICES ADMIN	20002	05
OFFICE	1900 MASSACHUSETTS AV SE BLDG 29W	DCGH BUILDING NO 29W		
OFFICE	1900 MASSACHUSETTS AVENUE, SE	DCGH BUILDING NO 29	20003	06
OFFICE	1900 MASSACHUSETTS AVENUE, SE	DCHG BUILDING NO 13E	20003	06
OFFICE	1900 MASSACHUSETTS AVENUE, SE	DCGH BUILDING NO 13W	20003	06
OFFICE	1900 MASSACHUSETTS AVENUE, SE	DCGH BUILDING NO 13	20003	06
OFFICE	1900 MASSACHUSETTS AVENUE, SE	DCGH BUILDING NO. 7	20003	06
OFFICE	1900 MASSACHUSETTS AVENUE, SE	DCGH BUILDING NO 15	20003	06
OFFICE	1900 MASSACHUSETTS AVENUE, SE	DCGH BUILDING NO 17	20003	06
OFFICE	1900 MASSACHUSETTS AVENUE, SE	DCGH BUILDING NO. 8	20003	06
OFFICE	1900 MASSACHUSETTS AVENUE, SE	DCGH BUILDING NO. 14	20003	06
OFFICE	1900 MASSACHUSETTS AVENUE, SE	DCGH CORE 2	20003	06
OFFICE	1900 MASSACHUSETTS AVENUE, SE	DCGH BUILDING NO 27	20003	06
OFFICE	1900 MASSACHUSETTS AVENUE, SE	DCGH BUILDING NO 12	20003	06
OFFICE	1900 MASSACHUSETTS AVENUE, SE	DCGH CORE 1	20003	06
OFFICE	1900 MASSACHUSETTS AVENUE, SE	DCGH BUILDING NO 29E	20003	06
OFFICE	1900 MASSACHUSETTS AVENUE, SE	DCGH CORE 4	20003	06
OFFICE	1900 MASSACHUSETTS AVENUE, SE	DCGH CORE 6	20003	06

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OFFICE	1900 MASSACHUSETTS AVENUE, SE	DCGH CORE 5	20003	06
OFFICE	1900 MASSACHUSETTS AVENUE, SE	DCGH BUILDING NO. 9	20003	06
OFFICE	1900 MASSACHUSETTS AVENUE, SE	DCGH CORE 3	20003	06
OFFICE	1901 D STREET SE	DC/DOC DC JAIL	20003	06
OFFICE	1910 MASSACHUSETTS AVENUE SE	DC/OCME MORGUE	20003	06
OFFICE	1910 MASSACHUSETTS AVENUE, SE	DCGH BUILDING NO. 27	20003	06
OFFICE	2200 ADAMS PLACE NE	FIELD ACTIVITIES DIVISION (OPM/FD SHOPS)	20018	05
OFFICE	225 I STREET NE	CONDOS (2322-2476)	20002	06
OFFICE	2311 MARTIN LUTHER KING JR AVENUE SE	LEASE # 0808	20020	08
OFFICE	2720 MARTIN LUTHER KING JR AVENUE SE	UCC/OUC	20032	08
OFFICE	2750 SOUTH CAPITOL STREET SE	DPW/ ADMIN. OFFICES	20373	08
OFFICE	280 MCMILLAN DRIVE NW	DDOT - ANNEX 8	20001	01
OFFICE	2850 NEW YORK AVENUE NE	LEASE # 1101	20002	05
OFFICE	2850 NEW YORK AVENUE NE MPD	LEASE # 0508	20002	05
OFFICE	2860 SOUTH CAPITOL STREET SE	FIRTH STERLING ADMINISTRATION BUILDING (DPW)		
OFFICE	2860 SOUTH CAPITOL STREET SE	FIRTH STERLING ADMINISTRATION BUILDING (DPW)		
OFFICE	2901 14TH STREET NW	DC CAH	20009	01
OFFICE	300 MCMILLAN DRIVE NW	ANNEX 8		
OFFICE	3201 OAK HILL MD	OAK HILL - OUTSIDE OF THE DISTRICT	20724	
OFFICE	350 MCMILLAN DRIVE NW	DDOT - ANNEX 9	20001	01
OFFICE	3919 BENNING ROAD NE	LEASE # 8710	20019	07
OFFICE	400 6TH STREET SW	CHILD AND FAMILY SERVICES	20024	06
OFFICE	4049 SOUTH CAPITOL STREET SW	LEASE # 0007	20032	08
OFFICE	441 4TH STREET NW	OJS BUILDING	20001	06
OFFICE	515 D ST NW	RECORDER OF DEEDS	20001	02
OFFICE	5171 SOUTH DAKOTA AVENUE NE	BACKUS JR HIGH	20011	05
OFFICE	616 H STREET NW	LEASE # 0802	20001	02
OFFICE	625 H STREET NE	YOUTH OFFICES/PROJECT EMPOWERMENT	20002	06
OFFICE	655 15TH STREET NW	LEASE # 0809	20005	02
OFFICE	717 14TH STREET NW	LEASE # 9801	20005	02
OFFICE	717 14TH STREET NW - OIG	LEASE # 9801B	20005	02
OFFICE	810 1ST STREET NE	LEASE # 9807	20002	06
OFFICE	825 NORTH CAPITOL STREET NE	LEASE # 1002	20002	06
OFFICE	899 NORTH CAPITOL ST NW	899 NORTH CAPITOL ST NW		
OFFICE	899 NORTH CAPITOL STREET NE	LEASE # 1002	20002	06
OFFICE	920 RHODE ISLAND AVENUE NE	LEASE # 0301	20018	05
OFFICE	KENDALL STREET NE AND GALLAUDET STREET NE	CRUMMEL	20002	05
PUMPING STATION	2701 MARTIN LUTHER KING JR AVENUE SE	2701 MARTIN LUTHER KING JR AVENUE SE	20032	08
RESIDENTIAL	1835 EVARTS ST. N.E.	HOUSE OF TOGETHERNESS (GROUP HOME)	20018	05
RESIDENTIAL	2305 36TH STREET SE	GROUP HOME	20020	07
RESIDENTIAL	2501 18TH ST. NE	PLEASANT HILL (GROUP HOME)	20018	05
RESIDENTIAL	2635 18TH ST NE	ANDRUS HOUSE (GROUP HOME)	20018	05
RESIDENTIAL	633 I STREET SE	RESIDENTIAL	20003	06
RETAIL	225 7TH STREET SE	EASTERN MARKET	20003	06

Attachment A  
Facility Groups  
GROUP 4  
(OTHER MUNICIPAL FACILITIES)

SENIOR WELLNESS	1005 5TH ST, NE	WARD 6 SENIOR WELLNESS CENTER	20002	06
SENIOR WELLNESS	1100 ALABAMA AVENUE SE	ST ELIZABETH HOSP BLDG 111 (CT-1)	20032	08
SENIOR WELLNESS	115 SAVANNAH ST	CONGRESS HEIGHTS SENIOR WELLNESS CENTER	20032	08
SENIOR WELLNESS	1901 EVARTS STREET NE	MODEL CITIES SENIOR WELLNESS CENTER	20018	05
SENIOR WELLNESS	3001 ALABAMA AVE, SE	WASHINGTON SENIORS WELLNESS CENTER	20020	07
SENIOR WELLNESS	310-0324 KENNEDY ST	HATTIE HOLMES SENIOR WELLNESS CENTER	20011	04
SENIOR WELLNESS	3531 GEORGIA AVENUE NW	WARD 1 SENIOR WELLNESS CENTER	20010	01
SENIOR WELLNESS	500 K STREET NE	SENIOR WELLNESS CENTER	20002	06
SEWAGE STATION	4900 BATES ROAD NE	SOLID WASTE TRANSFER STATION		
SHELTER	107 WAYNE PLACE SE	RESIDENTIAL APARTMENT BUILDING	20032	08
SHELTER	1107 11TH STREET NW	LEASE # 0610	20001	02
SHELTER	1131 SPRING ROAD NW	NEW LACASA	20010	04
SHELTER	117 WAYNE PLACE SE	RESIDENTIAL APARTMENT BUILDING	20032	08
SHELTER	1355 VALLEY PLACE SE	LEASE # 0110 / (HOMELESS SHELTER)	20020	08
SHELTER	1413 GIRARD STREET NW	GIRARD FAMILY SHELTER	20009	01
SHELTER	1444 IRVING STREET NW	LA CASA SHELTER	20010	01
SHELTER	1626 KRAMER STREET NE	TOWNHOME	20002	06
SHELTER	1701-1711 V STREET SE	FAMILY SHELTER		08
SHELTER	1725 LINCOLN ROAD NE	EMERY SHELTER	20002	05
SHELTER	1861 CORCORAN STREET NE	TOWNHOME	20002	05
SHELTER	1900 MASSACHUSETTS AVENUE SE	FAMILY FORWARD SHELTER	20003	06
SHELTER	1900 MASSACHUSETTS AVENUE SE - TUBMAN	HARRIET TUBMAN SHELTER	20003	06
SHELTER	2210 ADAMS PLACE NE	LEASE # 0701 / EMERGENCY SHELTER FOR HOMELESS	20018	05
SHELTER	2601 NAYLOR ROAD SE	FAMILY SHELTER	20020	08
SHELTER	2700 MARTIN LUTHER KING JR AVENUE SE	801 EAST	20032	08
SHELTER	342 37TH ST SE	HOMELESS SHELTER	20019	07
SHELTER	425 2ND STREET NW - CCONV	CCONV SHELTER	20001	06
SHELTER	425 2ND STREET NW - CLEAN & SOBER	CLEAN & SOBER SHELTER	20001	06
SHELTER	425 2ND STREET NW - DROP IN	DROP IN SHELTER	20001	06
SHELTER	425 2ND STREET NW - FEDERAL CITY	FEDERAL CITY SHELTER	20001	06
SHELTER	425 2ND STREET NW - JLY	JOHN L. YOUNG SHELTER	20001	06
SHELTER	425 2ND STREET NW - KITCHEN	DC CENTRAL KITCHEN	20001	06
SHELTER	425 2ND STREET NW - OPEN DOOR	OPEN DOOR SHELTER	20001	06
SHELTER	4925 SARGENT RD NE	FAMILY SHELTER	20017	05
SHELTER	611 N ST NW	NEW ENDEAVORS SHELTER	20001	06
SHELTER	635 I STREET NE	BLAIR SHELTER	20002	06
SHELTER	65 MASSACHUSETTS AVENUE NW	GALES HOUSING FOR WOMEN	20001	06
SHELTER	651 10TH STREET NE	HOUSE OF RUTH SHELTER	20002	06
SHELTER	925 13TH ST NW	FRANKLIN SHELTER	20005	02
SPECIAL USE	100 N ST NW	NEW YORK AVENUE DAYCARE		
SPECIAL USE	1000 MOUNT OLIVET ROAD NE	YOUTH REHABILITATION BUILDING	20002	05

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SPECIAL USE	1105 O STREET SE	TOJ - PART OF RESERVATION 343D	20003	06
SPECIAL USE	1125 15TH STREET NW	LEASE # 0603	20005	02
SPECIAL USE	1201 NEW YORK AVENUE NE	WASHINGTON HUMANE SOCIETY	20002	05
SPECIAL USE	12100 SUNRISE VALLEY DRIVE	CRITICAL ROOM 9 (CR9)		
SPECIAL USE	1241 W STREET NE	FUELING SITE	20002	05
SPECIAL USE	1300 1ST STREET NE	LEASE # 9808	20002	06
SPECIAL USE	1328 W STREET SE	ANACOSTIA HEALTH CENTER	20020	08
SPECIAL USE	1338 G ST SE		20003	06
SPECIAL USE	1345 NEW YORK AV NE	TRANSPORTATION BUS LOT	20002	05
SPECIAL USE	1355 NEW YORK AVENUE NE	HALFWAY HOUSE	20002	05
SPECIAL USE	1403 W STREET NE	BRIDGE & STREET MAINTENANCE	20002	05
SPECIAL USE	1724 SOUTH CAPITOL STREET SE	LEASE # 0702 / HELIPORT	20003	06
SPECIAL USE	1735 15TH STREET NE	TRAFFIC SERVICE DIV WAREHOUSE (DDOT)	20002	05
SPECIAL USE	1801 MINNESOTA AVENUE SE	STREET ALLEY CLEANING	20020	08
SPECIAL USE	1816 19TH STREET NW	LEASE # 0501 / YOUTH SERVICES	20009	02
SPECIAL USE	1827 WEST VIRGINIA AVENUE NE	DPW EMERGENCY MGT & COMM	20002	05
SPECIAL USE	1894 9TH ST NE	BLACK ENTERTAINMENT TV	20018	05
SPECIAL USE	2 DC VILLAGE LANE SW	STORAGE	20032	08
SPECIAL USE	200 BRYANT STREET NW	DPW-TIRE TOW SHOP	20001	01
SPECIAL USE	2100 MARTIN LUTHER KING JR AVENUE SE	LEASE # 8738	20020	08
SPECIAL USE	2101 MARTIN LUTHER KING JR AVENUE SE	LEASE # 0810 / DCLB/YRS	20020	08
SPECIAL USE	2115 5TH STREET NE	TRANSPORTATION CENTER	20002	05
SPECIAL USE	2626 NAYLOR ROAD SE	ONE STOP EMPLOYMENT CENTER	20020	07
SPECIAL USE	27 O STREET NW	M.M. WASH CAREER CENTER	20001	05
SPECIAL USE	3007 TILDEN STREET NW	LEASE # 0401	20008	03
SPECIAL USE	3130 V STREET NE	LEASE # 0605	20018	05
SPECIAL USE	3200 BENNING ROAD NE	REDUCTION CENTER #1 TRANSFER STATION	20019	07
SPECIAL USE	3220 PENNSYLVANIA AVENUE SE	LEASE # 0607	20020	07
SPECIAL USE	3244 PENNSYLVANIA AVENUE SE	MPD PENN BRANCH CENTER	20020	07
SPECIAL USE	3330 V STREET NE	LEASE # 0804	20018	05
SPECIAL USE	3515 & 3521 V STREET NE	LEASE # 0107 / MOBILE CRIME		
SPECIAL USE	3535 V STREET NE	LEASE # 0113	20018	05
SPECIAL USE	3720 MARTIN LUTHER KING JR AVENUE SE	LEASE # 8936 / CONGRESS HEIGHTS & UNITY HEALTH CTR	20032	08
SPECIAL USE	3851 ALABAMA AVENUE SE	LEASE # 9806	20020	07
SPECIAL USE	4001 SOUTH CAPITOL STREET SW	LEASE # 9604	20032	08
SPECIAL USE	401 FARRAGUT STREET NE	SALT DOME	20011	05
SPECIAL USE	410 E STREET NW	BLDG C OLD JUVENILE COURT BLDG	20001	02
SPECIAL USE	4130 HUNT PLACE NE	LEASE # 8663	20019	07
SPECIAL USE	425 2ND STREET NW	INFIRMARY	20001	06
SPECIAL USE	425 2ND STREET NW - CLINIC	UNITY HEALTH CARE CLINIC	20001	06
SPECIAL USE	427 NEW JERSEY AV NW	MAINTENANCE FACILITY #2	20001	06
SPECIAL USE	450 H STREET NW	LEASE # 0106 / YSA-YOUTH SERVICES AGENCY	20001	02
SPECIAL USE	4902 BATES ROAD NE	TRANSFER STATION	20011	05
SPECIAL USE	5000 OVERLOOK AV SW	DEPT OF TRANSPORTATION	20032	08
SPECIAL USE	55 M STREET SE	LEASE # 1003	20003	06
SPECIAL USE	6323 GEORGIA AVENUE NW	LEASE # 0511	20011	04
SPECIAL USE	64 NEW YORK AVENUE NE	LEASE # 0103	20002	05
SPECIAL USE	645 H STREET NE	LEASE # 8517B	20002	06

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GROUP 4  
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SPECIAL USE	7 DC VILLAGE LANE SW	BIO LAB	20032	08
SPECIAL USE	700 R STREET NW	MUSEUM	20001	06
SPECIAL USE	821 HOWARD ROAD SE	MENTAL TREATMENT CENTER	20020	08
SPECIAL USE	850 DELAWARE AV SW	SOUTHWEST HEALTH CENTER	20024	06
SPECIAL USE	900 NEW JERSEY AVENUE SE	REFUGE TRANSFER STATION	20003	06
SPECIAL USE	901 1ST STREET NW	JOHNSON NURSING CTR	20001	06
SPECIAL USE	921 PENNSYLVANIA AVENUE SE	OLD NAVAL HOSPITAL	20003	06
SPECIAL USE	955 L'ENFANT PLAZA SW	LEASE # 0105	20024	06
STADIUM	2400 EAST CAPITOL STREET SE	RFK	20003	07
WAREHOUSE	1341 G STREET SE	DPW REAR STORAGE BUILDING		
WAREHOUSE	1725 FENWICK STREET NE	TRANSPORTAIONWAREHOUSE	20002	05
WAREHOUSE	1-A DC VILLAGE LANE SW	DC VILLAGE LANE, SW BLDG #1 (1-A)	20032	08
WAREHOUSE	1-B DC VILLAGE LANE SW	DC VILLAGE LANE, SW; BLDG.. #2 (1-B)	20032	08
WAREHOUSE	2001 EAST CAPITOL STREET SE	DC ARMORY	20003	07
WAREHOUSE	35 K STREET NE	DC MENTAL HEALTH	20002	06
WAREHOUSE	3-B DC VILLAGE LANE SW	DC VILLAGE LANE, SW; #3-B	20032	08
WAREHOUSE	4 A DC VILLAGE LANE SW	STORAGE	20032	08

Attachment B

[Contractor's Letterhead]

[Insert Date]

District of Columbia Department of General Services  
2000 14<sup>th</sup> Street, NW  
Washington, DC 20009

Att'n: Mr. Brian J. Hanlon  
Director

Reference: Request for Proposals -  
HVAC Technician Services

Dear Mr. Hanlon:

On behalf of [insert name of bidder] (the "Offeror"), I am pleased to submit this proposal in response to the Department of General Services' (the "Department" or "DGS") Request for Proposals (the "RFP") to provide HVAC technician services at various District of Columbia public schools, parks and recreation facilities, and certain other municipal facilities. The Offeror has reviewed the RFP 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 Offeror, in its sole judgment, has deemed necessary in order to submit its Proposal in response to the RFP. The Offeror's proposal and the Hourly Rates (as defined in paragraph A) are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents. (Collectively, the proposal and the Hourly Rates are referred to as the "Offeror's Bid".)

The Offeror's Bid is as follows:

A. The Hourly Rates are:

\$ see attached spreadsheet

The Offeror acknowledges and understands that the Hourly Rates set forth above are fixed, loaded rates to fully complete the work described in the RFP. It is understood that other than the cost of parts and materials and Specialized Services, such rates will be the Offeror's sole compensation for work performed and includes adequate amounts to cover the Offeror's labor, field equipment, overhead, insurance and profit.

B. The mark-up percentage for parts and materials (Base Year) is: \_\_\_\_\_%  
The mark-up percentage for parts and materials (Option Year 1) is: \_\_\_\_\_%  
The mark-up percentage for parts and materials (Option Year 2) is: \_\_\_\_\_%

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 sixty (60) 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.

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.

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 RFP 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 RFP; 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 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.

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,

By: \_\_\_\_\_

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

Its: \_\_\_\_\_

<b>DEPARTMENT OF GENERAL SERVICES</b>		
<b>RFP for HVAC Technician Services (FY 2013)</b>		
<b>DCPS Facilities</b>		
<b>GROUP 1</b>		
<b>Journey-Person Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		
<b>Apprentice Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		
<b>GROUP 2</b>		
<b>Journey-Person Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		
<b>Apprentice Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		

DEPARTMENT OF GENERAL SERVICES  
RFP for HVAC Technician Services (FY 2013)  
DPR and Other Municipal Facilities

**GROUP 3**

<b>Journey-Person Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		

<b>Apprentice Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		

**GROUP 4**

<b>Journey-Person Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		

<b>Apprentice Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		

**DEPARTMENT OF GENERAL SERVICES**  
**RFP for HVAC Technician Services (FY 2014)**  
**DCPS Facilities**

**GROUP 1**

<b>Journey-Person Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		

<b>Apprentice Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		

**GROUP 2**

<b>Journey-Person Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		

<b>Apprentice Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		

DEPARTMENT OF GENERAL SERVICES  
RFP for HVAC Technician Services (FY 2014)  
DPR and Other Municipal Facilities

**GROUP 3**

<b>Journey-Person Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		

<b>Apprentice Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		

**GROUP 4**

<b>Journey-Person Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		

<b>Apprentice Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		

DEPARTMENT OF GENERAL SERVICES  
RFP for HVAC Technician Services (FY 2015)  
DCPS Facilities

**GROUP 1**

<b>Journey-Person Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		

<b>Apprentice Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		

**GROUP 2**

<b>Journey-Person Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		

<b>Apprentice Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		

DEPARTMENT OF GENERAL SERVICES  
RFP for HVAC Technician Services (FY 2015)  
DPR and Other Municipal Facilities

**GROUP 3**

<b>Journey-Person Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		

<b>Apprentice Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		

**GROUP 4**

<b>Journey-Person Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		

<b>Apprentice Rates</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>
HVAC/Refrigeration Technician		
Welder		
Burner Technician		
Steam Fitter		
Plumber		
Electrician		

Attachment C

The Offeror and each of its principal team members, if any, must submit a statement that discloses any past or present business, familiar or personal relationship with any of the following individuals:

A. D.C. Department of General Services

Brian J. Hanlon	Director
Scott Burrell	Chief Operating Officer
JW Lanum	Associate Director, Contracts and Procurement Division
Camille Sabbakhan	General Counsel
Charles J. Brown, Jr.	Deputy General Counsel

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

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B. Leftwich & Ludaway

Thomas D. Bridenbaugh

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

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C. Brailsford & Dunlavey  
McKissack & McKissack

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

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This is to certify that, to the best of my knowledge and belief and after making reasonable inquiry, the above represents a full and accurate disclosure of any past or present business, familiar, or personal relationship with any of the individuals listed above. The undersigned acknowledges and understands that this Disclosure Statement is being submitted to the False Claims Act and that failure to disclose a material relationship(s) may constitute sufficient grounds to disqualify the Offeror.

OFFEROR:

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

**Office of the Chief Financial Officer**

**Office of Tax and Revenue**



**TAX CERTIFICATION AFFIDAVIT**

**THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.**

**Date**

**Authorized Agent  
Name of Organization/Entity  
Business Address (include zip code)  
Business Phone Number**

**Authorized Agent  
Principal Officer Name and Title  
Square and Lot Information  
Federal Identification Number  
Contract Number  
Unemployment Insurance Account No.**

I hereby authorize the District of Columbia, Office of the Chief Financial Officer, Office of Tax and Revenue to release my tax information to an authorized representative of the District of Columbia agency with which I am seeking to enter into a contractual relationship. I understand that the information released will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations solely for the purpose of determining my eligibility to enter into a contractual relationship with a District of Columbia agency. I further authorize that this consent be valid for one year from the date of this authorization.

I hereby certify that I am in compliance with the applicable tax filing and payment requirements of the District of Columbia. The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities.

**Signature of Authorizing Agent**

**Title**

The penalty for making false statement is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code §47-4106.

WD 05-2103 (Rev.-12) was first posted on www.wdol.gov on 06/19/2012

\*\*\*\*\*

REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210
		Wage Determination No.: 2005-2103
Diane C. Koplewski		Revision No.: 12
Director		Date Of Revision: 06/13/2012
Division of		
Wage Determinations		

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide

Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St Mary's

Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford

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**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.08
01012 - Accounting Clerk II		16.92
01013 - Accounting Clerk III		22.30
01020 - Administrative Assistant		31.41
01040 - Court Reporter		21.84
01051 - Data Entry Operator I		14.38
01052 - Data Entry Operator II		15.69
01060 - Dispatcher, Motor Vehicle		17.87
01070 - Document Preparation Clerk		14.21
01090 - Duplicating Machine Operator		14.21
01111 - General Clerk I		14.88
01112 - General Clerk II		16.24
01113 - General Clerk III		18.74
01120 - Housing Referral Assistant		25.29
01141 - Messenger Courier		13.62
01191 - Order Clerk I		15.12
01192 - Order Clerk II		16.50
01261 - Personnel Assistant (Employment) I		18.15
01262 - Personnel Assistant (Employment) II		20.32
01263 - Personnel Assistant (Employment) III		22.65
01270 - Production Control Clerk		22.03
01280 - Receptionist		14.43
01290 - Rental Clerk		16.55
01300 - Scheduler, Maintenance		18.07
01311 - Secretary I		18.07
01312 - Secretary II		20.18
01313 - Secretary III		25.29
01320 - Service Order Dispatcher		16.98
01410 - Supply Technician		28.55
01420 - Survey Worker		20.03
01531 - Travel Clerk I		13.29
01532 - Travel Clerk II		14.36

01533 - Travel Clerk III	15.49
01611 - Word Processor I	15.63
01612 - Word Processor II	17.67
01613 - Word Processor III	19.95
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	25.26
05010 - Automotive Electrician	23.51
05040 - Automotive Glass Installer	22.15
05070 - Automotive Worker	22.15
05110 - Mobile Equipment Servicer	19.04
05130 - Motor Equipment Metal Mechanic	24.78
05160 - Motor Equipment Metal Worker	22.15
05190 - Motor Vehicle Mechanic	24.78
05220 - Motor Vehicle Mechanic Helper	18.49
05250 - Motor Vehicle Upholstery Worker	21.63
05280 - Motor Vehicle Wrecker	22.15
05310 - Painter, Automotive	23.51
05340 - Radiator Repair Specialist	22.15
05370 - Tire Repairer	14.44
05400 - Transmission Repair Specialist	24.78
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.85
07041 - Cook I	12.55
07042 - Cook II	14.60
07070 - Dishwasher	10.11
07130 - Food Service Worker	10.66
07210 - Meat Cutter	18.08
07260 - Waiter/Waitress	9.70
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.86
09040 - Furniture Handler	14.06
09080 - Furniture Refinisher	20.23
09090 - Furniture Refinisher Helper	15.52
09110 - Furniture Repairer, Minor	17.94
09130 - Upholsterer	19.86
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.54
11060 - Elevator Operator	10.54
11090 - Gardener	17.52
11122 - Housekeeping Aide	11.83
11150 - Janitor	11.83
11210 - Laborer, Grounds Maintenance	13.07
11240 - Maid or Houseman	11.26
11260 - Pruner	11.58
11270 - Tractor Operator	16.04
11330 - Trail Maintenance Worker	13.07
11360 - Window Cleaner	12.85
12000 - Health Occupations	
12010 - Ambulance Driver	20.41
12011 - Breath Alcohol Technician	20.27
12012 - Certified Occupational Therapist Assistant	23.11
12015 - Certified Physical Therapist Assistant	21.43
12020 - Dental Assistant	17.18
12025 - Dental Hygienist	44.75
12030 - EKG Technician	27.67
12035 - Electroneurodiagnostic Technologist	27.67
12040 - Emergency Medical Technician	20.41

12071 - Licensed Practical Nurse I	19.07
12072 - Licensed Practical Nurse II	21.35
12073 - Licensed Practical Nurse III	24.13
12100 - Medical Assistant	15.01
12130 - Medical Laboratory Technician	18.04
12160 - Medical Record Clerk	17.42
12190 - Medical Record Technician	19.50
12195 - Medical Transcriptionist	18.77
12210 - Nuclear Medicine Technologist	37.60
12221 - Nursing Assistant I	10.80
12222 - Nursing Assistant II	12.14
12223 - Nursing Assistant III	13.98
12224 - Nursing Assistant IV	15.69
12235 - Optical Dispenser	20.17
12236 - Optical Technician	15.80
12250 - Pharmacy Technician	18.12
12280 - Phlebotomist	15.69
12305 - Radiologic Technologist	31.11
12311 - Registered Nurse I	27.64
12312 - Registered Nurse II	33.44
12313 - Registered Nurse II, Specialist	33.44
12314 - Registered Nurse III	40.13
12315 - Registered Nurse III, Anesthetist	40.13
12316 - Registered Nurse IV	48.10
12317 - Scheduler (Drug and Alcohol Testing)	21.73
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.86
13012 - Exhibits Specialist II	24.61
13013 - Exhibits Specialist III	30.09
13041 - Illustrator I	20.48
13042 - Illustrator II	25.38
13043 - Illustrator III	31.03
13047 - Librarian	33.88
13050 - Library Aide/Clerk	14.21
13054 - Library Information Technology Systems Administrator	30.60
13058 - Library Technician	19.89
13061 - Media Specialist I	18.73
13062 - Media Specialist II	20.95
13063 - Media Specialist III	23.36
13071 - Photographer I	16.65
13072 - Photographer II	18.90
13073 - Photographer III	23.67
13074 - Photographer IV	28.65
13075 - Photographer V	33.76
13110 - Video Teleconference Technician	20.39
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.92
14042 - Computer Operator II	21.18
14043 - Computer Operator III	23.60
14044 - Computer Operator IV	26.22
14045 - Computer Operator V	29.05
14071 - Computer Programmer I	(see 1) 26.36
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)

14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		18.92
14160 - Personal Computer Support Technician		26.22
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		36.47
15020 - Aircrew Training Devices Instructor (Rated)		44.06
15030 - Air Crew Training Devices Instructor (Pilot)		52.81
15050 - Computer Based Training Specialist / Instructor		36.47
15060 - Educational Technologist		35.31
15070 - Flight Instructor (Pilot)		52.81
15080 - Graphic Artist		26.80
15090 - Technical Instructor		25.08
15095 - Technical Instructor/Course Developer		30.67
15110 - Test Proctor		20.20
15120 - Tutor		20.20
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		9.88
16030 - Counter Attendant		9.88
16040 - Dry Cleaner		12.94
16070 - Finisher, Flatwork, Machine		9.88
16090 - Presser, Hand		9.88
16110 - Presser, Machine, Drycleaning		9.88
16130 - Presser, Machine, Shirts		9.88
16160 - Presser, Machine, Wearing Apparel, Laundry		9.88
16190 - Sewing Machine Operator		13.78
16220 - Tailor		14.66
16250 - Washer, Machine		10.88
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		21.14
19040 - Tool And Die Maker		23.38
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		18.02
21030 - Material Coordinator		22.03
21040 - Material Expediter		22.03
21050 - Material Handling Laborer		13.83
21071 - Order Filler		15.09
21080 - Production Line Worker (Food Processing)		18.02
21110 - Shipping Packer		15.09
21130 - Shipping/Receiving Clerk		15.09
21140 - Store Worker I		11.72
21150 - Stock Clerk		16.86
21210 - Tools And Parts Attendant		18.02
21410 - Warehouse Specialist		18.02
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		27.21
23021 - Aircraft Mechanic I		25.83
23022 - Aircraft Mechanic II		27.21
23023 - Aircraft Mechanic III		28.53
23040 - Aircraft Mechanic Helper		17.54
23050 - Aircraft, Painter		24.73
23060 - Aircraft Servicer		19.76
23080 - Aircraft Worker		21.01
23110 - Appliance Mechanic		21.75
23120 - Bicycle Repairer		14.43
23125 - Cable Splicer		26.02
23130 - Carpenter, Maintenance		21.40

23140 - Carpet Layer	20.49
23160 - Electrician, Maintenance	27.98
23181 - Electronics Technician Maintenance I	24.94
23182 - Electronics Technician Maintenance II	26.47
23183 - Electronics Technician Maintenance III	27.89
23260 - Fabric Worker	19.13
23290 - Fire Alarm System Mechanic	22.91
23310 - Fire Extinguisher Repairer	17.62
23311 - Fuel Distribution System Mechanic	22.81
23312 - Fuel Distribution System Operator	19.38
23370 - General Maintenance Worker	21.43
23380 - Ground Support Equipment Mechanic	25.83
23381 - Ground Support Equipment Servicer	19.76
23382 - Ground Support Equipment Worker	21.01
23391 - Gunsmith I	17.62
23392 - Gunsmith II	20.49
23393 - Gunsmith III	22.91
23410 - Heating, Ventilation And Air-Conditioning Mechanic	23.89
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	25.17
23430 - Heavy Equipment Mechanic	22.91
23440 - Heavy Equipment Operator	22.91
23460 - Instrument Mechanic	22.59
23465 - Laboratory/Shelter Mechanic	21.75
23470 - Laborer	14.98
23510 - Locksmith	21.90
23530 - Machinery Maintenance Mechanic	23.12
23550 - Machinist, Maintenance	22.91
23580 - Maintenance Trades Helper	18.27
23591 - Metrology Technician I	22.59
23592 - Metrology Technician II	23.80
23593 - Metrology Technician III	24.96
23640 - Millwright	28.19
23710 - Office Appliance Repairer	22.96
23760 - Painter, Maintenance	21.75
23790 - Pipefitter, Maintenance	24.63
23810 - Plumber, Maintenance	22.29
23820 - Pneudraulic Systems Mechanic	22.91
23850 - Rigger	22.91
23870 - Scale Mechanic	20.49
23890 - Sheet-Metal Worker, Maintenance	22.91
23910 - Small Engine Mechanic	20.49
23931 - Telecommunications Mechanic I	29.95
23932 - Telecommunications Mechanic II	31.55
23950 - Telephone Lineman	27.41
23960 - Welder, Combination, Maintenance	22.91
23965 - Well Driller	22.91
23970 - Woodcraft Worker	22.91
23980 - Woodworker	17.62
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	12.79
24580 - Child Care Center Clerk	17.77
24610 - Chore Aide	10.57
24620 - Family Readiness And Support Services Coordinator	16.90
24630 - Homemaker	18.43

25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	27.30
25040 - Sewage Plant Operator	20.84
25070 - Stationary Engineer	27.30
25190 - Ventilation Equipment Tender	19.49
25210 - Water Treatment Plant Operator	20.84
27000 - Protective Service Occupations	
27004 - Alarm Monitor	20.57
27007 - Baggage Inspector	12.71
27008 - Corrections Officer	22.80
27010 - Court Security Officer	24.72
27030 - Detection Dog Handler	20.57
27040 - Detention Officer	22.80
27070 - Firefighter	24.63
27101 - Guard I	12.71
27102 - Guard II	20.57
27131 - Police Officer I	26.52
27132 - Police Officer II	29.67
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.59
28042 - Carnival Equipment Repairer	14.63
28043 - Carnival Equipment Worker	9.24
28210 - Gate Attendant/Gate Tender	13.01
28310 - Lifeguard	11.59
28350 - Park Attendant (Aide)	14.56
28510 - Recreation Aide/Health Facility Attendant	10.62
28515 - Recreation Specialist	18.04
28630 - Sports Official	11.59
28690 - Swimming Pool Operator	18.21
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	23.13
29020 - Hatch Tender	23.13
29030 - Line Handler	23.13
29041 - Stevedore I	21.31
29042 - Stevedore II	24.24
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	39.92
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	26.84
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	29.56
30021 - Archeological Technician I	20.19
30022 - Archeological Technician II	22.60
30023 - Archeological Technician III	27.98
30030 - Cartographic Technician	27.98
30040 - Civil Engineering Technician	26.41
30061 - Drafter/CAD Operator I	20.19
30062 - Drafter/CAD Operator II	22.60
30063 - Drafter/CAD Operator III	25.19
30064 - Drafter/CAD Operator IV	31.00
30081 - Engineering Technician I	22.92
30082 - Engineering Technician II	25.72
30083 - Engineering Technician III	28.79
30084 - Engineering Technician IV	35.64
30085 - Engineering Technician V	43.61
30086 - Engineering Technician VI	52.76
30090 - Environmental Technician	27.41
30210 - Laboratory Technician	23.38
30240 - Mathematical Technician	28.94



30361 - Paralegal/Legal Assistant I	21.36
30362 - Paralegal/Legal Assistant II	26.47
30363 - Paralegal/Legal Assistant III	32.36
30364 - Paralegal/Legal Assistant IV	39.16
30390 - Photo-Optics Technician	27.98
30461 - Technical Writer I	21.93
30462 - Technical Writer II	26.84
30463 - Technical Writer III	32.47
30491 - Unexploded Ordnance (UXO) Technician I	24.74
30492 - Unexploded Ordnance (UXO) Technician II	29.93
30493 - Unexploded Ordnance (UXO) Technician III	35.88
30494 - Unexploded (UXO) Safety Escort	24.74
30495 - Unexploded (UXO) Sweep Personnel	24.74
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 25.19
30621 - Weather Observer, Senior	(see 2) 27.98
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	14.32
31030 - Bus Driver	20.85
31043 - Driver Courier	13.98
31260 - Parking and Lot Attendant	10.07
31290 - Shuttle Bus Driver	15.66
31310 - Taxi Driver	13.98
31361 - Truckdriver, Light	15.66
31362 - Truckdriver, Medium	17.90
31363 - Truckdriver, Heavy	19.18
31364 - Truckdriver, Tractor-Trailer	19.18
99000 - Miscellaneous Occupations	
99030 - Cashier	10.03
99050 - Desk Clerk	11.58
99095 - Embalmer	23.05
99251 - Laboratory Animal Caretaker I	11.30
99252 - Laboratory Animal Caretaker II	12.35
99310 - Mortician	31.73
99410 - Pest Controller	17.69
99510 - Photofinishing Worker	13.20
99710 - Recycling Laborer	18.50
99711 - Recycling Specialist	22.71
99730 - Refuse Collector	16.40
99810 - Sales Clerk	12.09
99820 - School Crossing Guard	13.43
99830 - Survey Party Chief	21.94
99831 - Surveying Aide	13.63
99832 - Surveying Technician	20.85
99840 - Vending Machine Attendant	14.43
99841 - Vending Machine Repairer	18.73
99842 - Vending Machine Repairer Helper	14.43

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.71 per hour or \$148.40 per week or \$643.07 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form

1444 (SF 1444)}

#### Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b) (2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.





## **LIVING WAGE ACT FACT SHEET**

The “Living Wage Act of 2006,” Title I of D.C. Law 16-18, (D.C. Official Code §§2-220.01-.11) became effective June 9, 2006. It provides that District of Columbia government contractors and recipients of government assistance (grants, loans, tax increment financing) in the amount of \$100,000 or more shall pay affiliated employees wages no less than the current living wage rate.

**Effective January 1, 2010, the living wage rate is \$12.50 per hour.**

Subcontractors of D.C. government contractors who receive \$15,000 or more from the contract and subcontractors of the recipients of government assistance who receive \$50,000 or more from the assistance are also required to pay their affiliated employees no less than the current living wage rate.

“Affiliated employee” means any individual employed by a recipient who receives compensation directly from government assistance or a contract with the District of Columbia government, including any employee of a contractor or subcontractor of a recipient who performs services pursuant to government assistance or a contract. The term “affiliated employee” does not include those individuals who perform only intermittent or incidental services with respect to the government assistance or contract, or who are otherwise employed by the contractor, recipient or subcontractor.

**Exemptions** – The following contracts and agreements are exempt from the Living Wage Act:

1. Contracts or other agreements that are subject to higher wage level determinations required by federal law (i.e., if a contract is subject to the Service Contract Act and certain wage rates are lower than the District’s current living wage, the contractor must pay the higher of the two rates);
2. Existing and future collective bargaining agreements, provided that the future collective bargaining agreement results in the employee being paid no less than the current 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 eminent threat to public health or safety declared by the Mayor;
5. Contracts or other agreements 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;

6. An employee, under 22 years of age, employed during a school vacation period, or enrolled as 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;
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 of Columbia;
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 agreements 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 Health-Care 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 agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

## Enforcement

The Department of Employment Services (DOES) and the D.C. Office of Contracting and Procurement (OCP) share monitoring responsibilities.

If you learn that a contractor subject to this law is not paying at least the current living wage you should report it to the Contracting Officer.

If you believe that your employer is subject to this law and is not paying you at least the current living wage, you may file a complaint with the DOES Office of Wage – Hour, located at 64 New York Ave., NE, Room 3105, (202) 671-1880.

For questions and additional information, contact the Office of Contracting and Procurement at (202) 727-0252 or the Department of Employment Services on (202) 671-1880.

**Please note:** *This fact sheet is for informational purposes only as required by Section 106 of the Living Wage Act. It should not be relied on as a definitive statement of the Living Wage Act or any regulations adopted pursuant to the law.*