GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement

REQUEST FOR TASK ORDER PROPOSALS

To:	**GENERAL SERVICES ADMINISTRATION, FEDERAL SUPPLY SCHEDULE CONTRACTOR**
Solicitation No.:	**DCCF-2011-T-6852**
Caption:	**One Stop Center Furniture and Installation**
Issuance Date:	**December 8, 2010**
Due Date:	**December 15, 2010**

The D.C. Office of Contracting and Procurement, on behalf, of the Department of Employment Services, is seeking a contractor to provide office furniture, delivery and installation, and project management for two (2) One Stop Employment Centers.

The task order proposal should be prepared according to the instructions listed below:

1. Proposal Submission Requirements

The request for quotation shall consist of one (1) original and one (1) copy. Each quotation will be submitted in a sealed envelope conspicuously marked: "Request for Task order proposal in Response to Solicitation No. **DCCF-2011-T-6852 One Stop Center Furniture and Installation.** Pricing shall be firm fixed price and shall identify all costs, unless otherwise directed in writing, the price shall, at a minimum include:

a. Specifications of proposed items in accordance with Attachment B;

b. Timelines of proposed delivery and installation;

c. Identify the total price and include a summary of all items proposed.

d. Copy of Offeror's GSA Price Schedule.

e. Offerors shall also complete and return the Tax Certification Affidavit (Attachment C).

2. **Delivery of Solicitation**

Bids must be hand delivered, mailed or emailed to:

Antwanette Murphy
441 4th Street 700 South N.W.
Washington, DC 20001
antwanette.murphy@dc.gov

The subject heading should read as follows:
"Task Order Proposal in response to Solicitation No.: DCCF-2011-T-6852 (One Stop Center Furniture and Installation)"

3. **Proposal Submission Date**

The closing date for receipt of proposals is **2:00 PM, Local Time, Wednesday, December 15, 2010.** Proposals, modifications to quotation, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and will not be considered.

4. **Evaluation for Award**

The District will make award to the responsible offeror(s) whose offer conforms to the solicitation and is most advantageous to the District, cost or price and technical factors listed below considered. For this solicitation, technical quality is equally important as cost or price. When technical proposals are evaluated as essentially equal, cost or price may be the deciding factor. When cost or price proposals are evaluated as essentially equal, technical quality may be the deciding factor.

Technical Criteria (80 Points Maximum):

A. Proposed Methodology (40 Points maximum)

The Offeror had proposed a comprehensive methodology inclusive of project management plan, inclusive of the timeline through installation and project closeout. The Offeror's methodology provides a complete overview of the project.

B. Past Performance and Experience (30 Points maximum)

The Offeror has provided completed past performance evaluations (Attachment D) from three (3) previous clients for whom similar services have been provided within the last five (5) years.

C. Compliance with Schedule (10 Points maximum)

The Offeror has provided a project plan, inclusive of all major tasks and subtasks and had clearly demonstrated how the Offeror will meet the required completion date.

Price Criteria (20 Points Maximum):

A. The Offeror with the lowest price will receive the maximum price points. All other proposals will a proportionately lower total score. The following formula will be used to determine each offeror's evaluated price score:

Lowest price proposal
---------- x weight = Evaluated price score
Price of proposal being evaluated

Preference Points: (12 Points Maximum)

TOTAL POINTS: 100 + (12 Points Maximum) = (112 Points Potential).
Total points shall be the cumulative total of the offeror's technical criteria points, price criterion points and preference points, if any.

5. Term of Contract

The period of performance shall be from the date of award through 90 days. Services beyond September 30, 2011 are subject to the availability of funds.

6. Attachments

Attachment A – Statement of Work
Attachment B – Minimum Requirements
Attachment C – Tax Certification and Affidavit
Attachment D – Past Performance Evaluation Forms
Attachment E – W9
Attachment F – Floor Plans

Please direct questions regarding the solicitation to Antwanette Murphy by email at antwanette.murphy@dc.gov. Questions must be received no later than 10:00 AM on Tuesday, December 14, 2010. Late submission of questions will not be responded to. All responses to questions will be posted by 3:00 PM, December 14, 2010.

Antwanette Murphy
Contract Specialist

ATTACHMENT A

12/8/2010

Attachment A
STATEMENT OF WORK

INTRODUCTION

The District of Columbia Government, Office of Contracting and Procurement (OCP), on behalf of The D.C. Department of Employment Services (DOES) is requesting the services of a contractor to provide all labor, supervision, tools, materials, equipment, transportation and management necessary for the delivery and installation of furniture for two (2) One Stop Career Centers.

1. SCOPE

The Contractor shall provide final design, delivery and installation of furniture goods for DC Government properties located at 3720 Martin Luther King Avenue S.E., and 2000 14th Street N.W., by January 19, 2011, which shall also include removal and disposal of all debris by the aforementioned completion date of the project. Brand name or equivalent to the Kimball line of furniture goods is acceptable.

2. BACKGROUND

In efforts to maximize employee efficiency, and to establish an agency customer service unit the Department of Employment Services is seeking assistance in the design and project management of furniture for two (2) One Stop Centers.

3. REQUIREMENTS

3.1 The Contractor shall provide full-service space planning, including but not limited to a complete project plan inclusive of a timeline through installation, design drawings for furniture installation, receipt and security of all products at the (2) work sites.

3.2 The Contractor shall deliver and install furniture for two (2) D.C. Government facilities. The furniture at each facility shall consist of items identified in Attachment B and approved by the Contracting Officer's Technical Representative (COTR) or his or her designee.

3.3 The Contractor shall provide a layout that depicts the location of the furniture, with the proposal submission to the Contracting Officer. In addition, the Contractor shall provide a timeline, displaying the entire process from delivery through installation.

3.4 Upon contract award, the Contractor shall provide the final detailed design of the furniture layout within two (2) calendar days to the COTR or designee. Upon final written approval by the COTR, the Contractor shall place the furniture order.

3.5 The Contractor shall ensure the installation of the furniture is in accordance with the District's needs with minimal disruption to DOES personnel. The Contractor timeline shall outline the completion of the majority of this project during normal business hours (8:30 AM to 5:00 PM). DOES operations are to be maintained during normal business hours. Final delivery hours will be confirmed with the successful bidder.

3.6 The Contractor shall be responsible for complete project management services, including but not limited to daily oversight of the project, daily cleaning, interfacing with COTR and DOES personnel, protection of occupied areas

3.7 The Contractor shall coordinate with DOES regarding the removal and disposal of debris to disposal site.

3.8 The Contractor shall ensure the installation of the furniture in accordance with all American with Disability Act (ADA) codes and regulations. The Contractor shall ensure that the furniture design is completed by trained staff and that furniture installation is completed by factory trained and certified staff.

3.9 The Contractor shall ensure all work is completed in cooperation with the COTR and the existing occupants of DOES office space, to minimize disruption.

4. INSPECTION AND ACCEPTANCE

The District will review all services and deliverables to determine acceptability. If neither the services nor deliverables conform to the contract requirements or District standards, the District may require the Contractor to repeat these services at no increase in the contract amount. When defects in services or deliverables cannot be corrected by performance, the District may require the Contractor to take necessary action to ensure that future performance conforms to contract requirements. If the Contractor fails to promptly perform the services again or take the necessary action to ensure future performance in conformity to contract requirements, the District may (1) by contract or otherwise, perform the services and charge the Contractor any cost incurred, or (2) terminate the contract for default.

5. BUILDING ACCESS

Building access will be between the hours of 8:00AM -5:00PM
Hours will be confirmed with the successful bidder.
The Contractor shall note the following for both locations:
-Passenger elevators are rated at 3500 pounds
-Freight elevator is rated at 4500 pounds

6. DISTRICT RESPONSIBILITY

All work is to be performed at 3720 MLK Avenue S.E., Washington, D.C. and 2000 14th Street N.W., Washington, DC. The COTR shall provide the Contractor with required access site location.

7. CONTRACTOR RESPONSIBILITY

The Contractor shall participate in mandatory site visits scheduled for **Monday, December 13, 2010 at 3720 MLK Avenue S.E., Washington, D.C., from 10:00 AM to 11:30 AM. at 2000 14th Street N.W., Washington, DC. from 12:30PM to 1:30PM.** During visits, the Contractor will have an opportunity to inspect the site and thoroughly discuss the conditions and details of the project, prior to proposal submission. Information provided at the site visit shall not be considered final and obligatory unless followed up in writing by instructions from the Contracting Officer (CO). The District will coordinate the effort between the Contractor and the required personnel for the installation of all data feeds.

8. DELIVERABLES

SOW Item	Deliverable	Quantity	Format/Method of Delivery	Due Date	To Whom
1	Questions		Electronic	12/14/10 NLT 10AM	Antwanette Murphy
2	Proposal		Electronic or hard copy	12/15/10 NLT 2PM	Antwanette Murphy
3	Draft design of layout	1	Electronic or hard copy	With proposal submission	Contracting Officer and COTR
4	Final design of layout	1	Electronic or hard copy	Within two (2) days of contract award	COTR

ATTACHMENT B

12/8/2010

ATTACHMENT C

12/8/2010

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.

ATTACHMENT D

12/8/2010

PAST PERFORMANCE EVALUATION FORM

(Check appropriate box)

Performance Elements	**RATING** (See Rating Guidelines on Page 2)					
	5 – Excellent	**4** – Good	**3** – Acceptable	**2** – Minimally Acceptable	**1** – Poor	**0** – Unacceptable
Quality of Services/Work						
Timeliness of Performance						
Cost Control						
Business Relations						
Customer Satisfaction						

1. Name of Contractor being Evaluated: _____

2. Name & Title of Evaluator: _____

3. Signature of Evaluator: _____

4. Name of Evaluator's Organization: _____

5. Telephone Number of Evaluator: _____

6. Type of service received: _____

7. Contract Number, Amount and period of Performance _____

8. Remarks on Excellent Performance: Provide data supporting this observation. Continue on separate sheet if needed)

   _____

   _____

9. Remarks on unacceptable performance: Provide data supporting this observation. (Continue on separate sheet if needed)

   _____

   _____

RATING GUIDELINES

Summarize Contractor performance in each of the rating areas. Assign each area a rating of 0 (Unacceptable), 1 (Poor), 2 (Acceptable), 3 (Good), 4(Excellent), or ++ (Plus). Use the following instructions a guidance in making these evaluations.

	Quality Product/Service	**Cost Control**	**Timeless of Performance**	**Business Relations**
	-Compliance with contract requirements -Accuracy of reports -Appropriateness of personnel -Technical excellence	-Within budget (over/ under target costs) -Current, accurate, and complete billings -Relationship of negated costs to actual -Cost efficiencies -Change order issue	-Meet Interim milestones -Reliable -Responsive to technical directions -Completed on time, including wrap-up and -contract administration -No liquidated damages assessed	-Effective management -Businesslike correspondence -Responsive to contract requirements -Prompt notification of contract problems -Reasonable/cooperative -Flexible -Pro-active -effective contractor recommended solutions -Effective snail/small disadvantaged business Subcontracting program
0. Unacceptable	Nonconformances are comprises the achievement of contract requirements, despite use of Agency resources	Cost issues are comprising performance of contract requirements.	Delays are comprising the achievement of contract requirements, Despite use of Agency resources.	Response to inquiries, technical/ service/administrative issues is not effective and responsive.
1, Poor	Nonconformances require major Agency resources to ensure achievement of contract requirements.	Cost issues require major Agency resources to ensure achievement of contract requirements.	Delays require major Agency resources to ensure achievement of contract requirements.	response to inquiries, technical/ service/administrative issues is marginally effective and responsive.
2. Minimally Acceptable	Nonconformances require minor Agency resources to ensure achievement of contract requirements.	Costs issues require minor Agency resources to ensure achievement of contract requirements.	Delays require minor Agency resources to ensure achievement of contract requirements.	Responses to inquiries, technical/ service/administrative issues is somewhat effective and responsive.
3. Acceptable	Nonconformances do not impact achievement of contract requirements.	Cost issues do not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Responses to inquires, technical/ service/administrative issues is usually effective and responsive.
4. Good	There are no quality problems.	There are no cost issues.	There are not delays.	Responses to inquiries, technical/ service/administrative issues is effective and responsive,
5. Excellent	The contractor has demonstrated an exceptional performance level in some or all of the above categories.			

ATTACHMENT E

12/8/2010

Form **W-9**
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See **Specific Instructions** on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶
☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here **Signature of U.S. person ▶** **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),

2. The United States or any of its agencies or instrumentalities,

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

9. A futures commission merchant registered with the Commodity Futures Trading Commission,

10. A real estate investment trust,

11. An entity registered at all times during the tax year under the Investment Company Act of 1940,

12. A common trust fund operated by a bank under section 584(a),

13. A financial institution,

14. A middleman known in the investment community as a nominee or custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 7[2]

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at *www.ssa.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting *www.irs.gov* or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account [1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor [2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee [1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner [1]
5. Sole proprietorship or disregarded entity owned by an individual	The owner [3]
For this type of account:	**Give name and EIN of:**
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity [4]
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: *spam@uce.gov* or contact them at *www.consumer.gov/idtheft* or 1-877-IDTHEFT(438-4338).

Visit the IRS website at *www.irs.gov* to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

ATTACHMENT F

12/8/2010

KING OFFICE BUILDING
FIRST FLOOR
2,866 SF
(DRAWING 1)

Selective Demo;

1. A: Demo existing millwork complete with drywall, counters, drawers, shelves and sink, where applicable. Relocate existing devices as directed.
2. B: Demo part of existing drywall. Relocate existing devices as directed.
3. C: Demo existing Sluice Sink and services pipes. Cap and finish drywall areas.
4. Rms. 125 & 126: Demo existing pediatric toilet fixtures. Salvage accessories and service pipes for reuse.
5. Area 132: Demo existing Carpet complete with floor strips and adhesive. Refinish floor to receive new VCT.

New Works;

6. Area 132: Supply and install specified VCT in approved colors to match existing.
7. Rms. 125 & 126 Supply and install approved standard toilet fixtures. Relocate fixture as directed to work with newly installed fixtures.
8. Rms. 125, 126, 128 & 129: Refinish flooring as directed. Deep clean all existing fixtures and accessories.

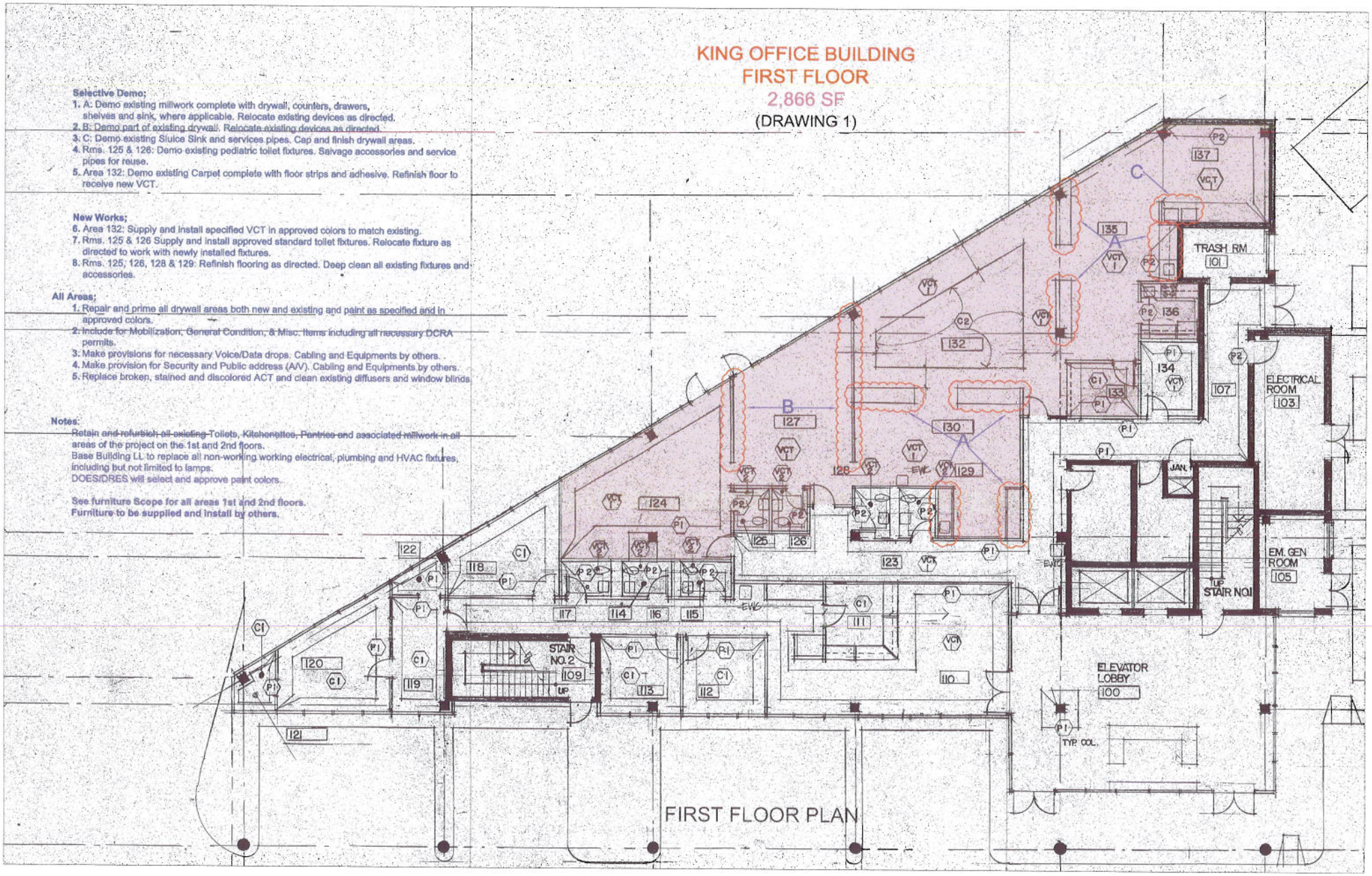
All Areas;

1. Repair and prime all drywall areas both new and existing and paint as specified and in approved colors.
2. Include for Mobilization, General Condition, & Misc. items including all necessary DCRA permits.
3. Make provisions for necessary Voice/Data drops. Cabling and Equipments by others.
4. Make provision for Security and Public address (A/V). Cabling and Equipments by others.
5. Replace broken, stained and discolored ACT and clean existing diffusers and window blinds.

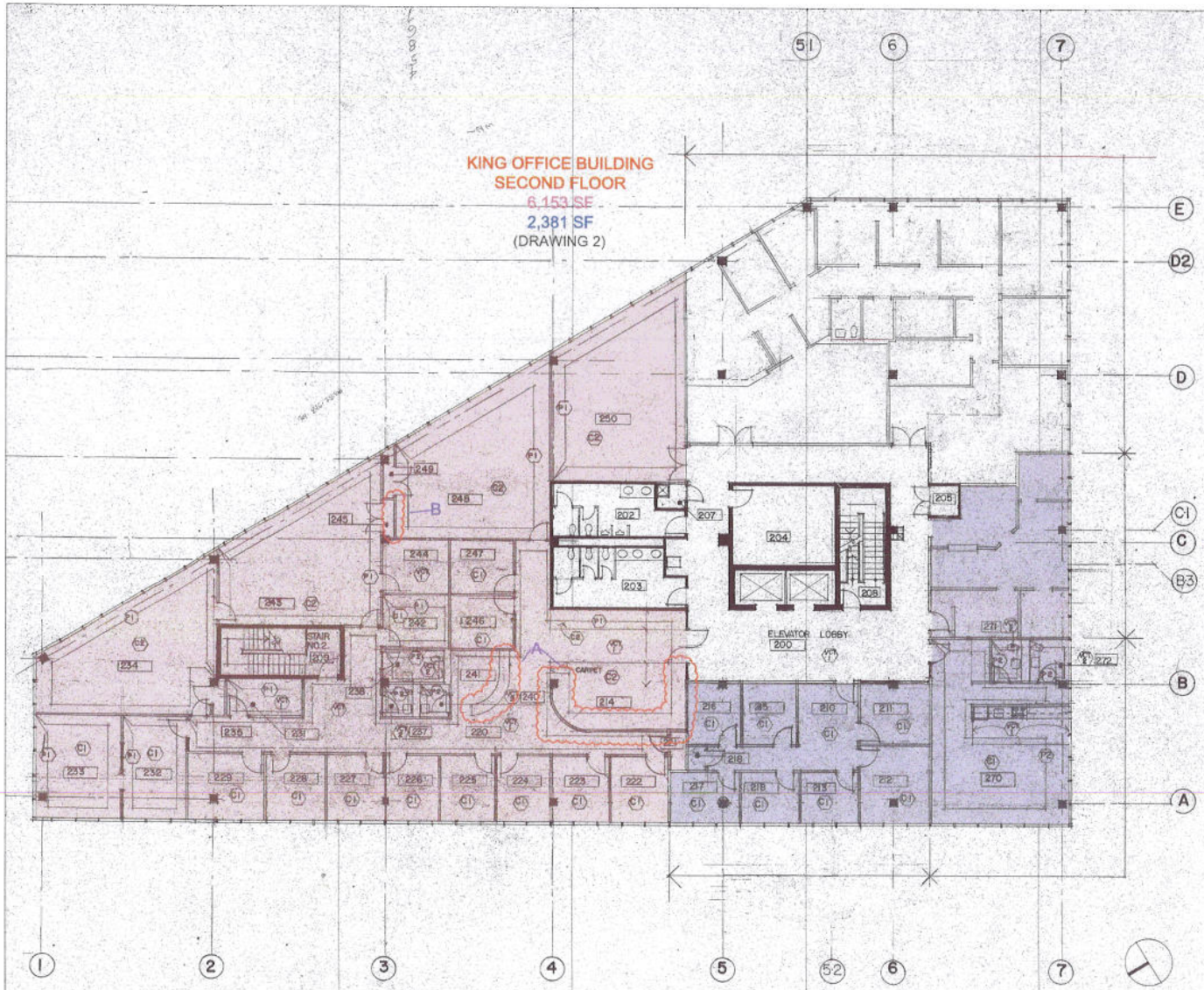
Notes:

Retain and refurbish all existing Toilets, Kitchenettes, Pantries and associated millwork in all areas of the project on the 1st and 2nd floors.
Base Building LL to replace all non-working working electrical, plumbing and HVAC fixtures, including but not limited to lamps.
DOES/DRES will select and approve paint colors.

See furniture Scope for all areas 1st and 2nd floors.
Furniture to be supplied and install by others.



FIRST FLOOR PLAN



SECOND FLOOR PLAN

Selective Demo;

1. A: Demo existing knee wall, millwork complete with counters and shelves. Relocate existing devices as directed.
2. B: Rm. 245: Demo existing drywall.
3. Rms. 234,243,248,250,214: Demo existing carpet complete with base and adhesive. Refinish to receive new VCT.
4. All other areas on 2nd floor: Demo existing carpet complete with base and adhesive. Refinish to receive new Carpet.

New Works:

5. Rms. 234,243,248,250,214: Supply and install VCT and cove base in approved colors to match existing.
6. All other areas on second floor supply and install specified carpets tiles and base in approved colors.
7. Rms. 231, 237, 238, 271, 272: Refinish flooring as directed. Deep clean all existing fixtures and accessories.

All Areas;

1. Repair and prime all drywall areas both new and existing and paint as specified and in approved colors.
2. Include for Mobilization, General Condition, & Misc. Items including all necessary DCRA permits.
3. Make provisions for necessary Voice/Data drops. Cabling and Equipments by others.
4. Make provision for Security and Public address (A/V). Cabling and Equipments by others.
5. Replace broken, stained and discolored ACT and clean existing diffusers and window blinds.

Notes:

Retain and refurbish all existing Toilets, Kitchenettes, Pantries and associated millwork in all areas of the project on the 1st and 2nd floors.
Base Building LL to replace all non-working working electrical, plumbing and HVAC fixtures, including but not limited to lamps.
DOES/DRES will select and approve paint colors.

See furniture Scope for all areas 1st and 2nd floors.
Furniture to be supplied and install by others.

REVISION	DATE	ISSUE	DRAWN
REVISION BY CLIENT	11/6/24	ISSUE TO CONTRACTOR	CHECKED
			SCALE
			DATE 9/26/24

DRAWING TITLE
SECOND FLOOR FINISH PLAN

KING OFFICE BUILDING
3720 MARTIN LUTHER KING JR. AVE SE
WASHINGTON D.C. 20002
DEVELOP BY KING ASSOCIATES INC.

ATES AIA.
NTERDORS
ID 26905

Areas:
4,638 SF
2,937 SF
1,294 SF

DOES Reeves One Stop Center: Existing Space Renovation

Scope of work: Areas; A, B & C.

1. Demo existing 5' x 2'ceiling grid, tiles, electrical fixtures and specified diffusers. Retain existing diffusers as directed. Supply and install new acoustic Ceiling Tiles and light fixtures complete in 2' x 2' grid.
2. Supply and install approved diffusers in areas with minimal flex duct work. Retain all existing controls and replace non-functioning ones. Balance air in all areas as required.
3. Replace existing 4' x 2' Light fixtures with new 2' x 2' Light Fixtures including necessary power cabling work. Retain existing light sensors and controls and replace non-functioning ones.
4. Demo existing drywall and doors marked X in area C. Construct new drywall and install rated solid core wood door as shown complete with approved hardware.
5. Demo existing Carpet in areas A, B and C. Supply and install new approved carpet with cove base in areas A and B. Supply and install new approved VCT with cove base in area C.
6. Include for Mobilization, General Condition, & Misc. Items including all necessary DCRA permits.
7. Make provisions for necessary Voice/Data drops. Cabling and Equipments by others.
8. Make provision for Security and Public address (A/V). Cabling and Equipments by others.

Notes:

Retain and refurbish existing Kitchenette and millwork marked 13 in area C.
Light fixture, Diffusers, Carpet, VCT and Paint specs. to be provided and submittals approved by DRES.
DOES/DRES will select and approve paint colors.

See furniture Scope for rooms' 1-12 in areas A, B & C.
Furniture to be supplied and Install by others.

Project:
REEVES MUNICIPAL CENTER
2000 14TH STREET NW
WASHINGTON D.C.

Sheet No.: 1 OF 1

Sheet Title:

Description:
THIRD FLOOR PLAN