

SOLICITATION, OFFER, AND AWARD			1. Caption			Page of Pages			
			School Bus Maintenance			1	50		
2. Contract Number		3. Solicitation Number		4. Type of Solicitation		5. Date Issued		6. Type of Market	
		DGCO-2011-B-0008		<input checked="" type="checkbox"/> Sealed Bid (IFB) <input type="checkbox"/> Sealed Proposals (RFP) <input type="checkbox"/> Sole Source <input type="checkbox"/> Human Care Agreements <input type="checkbox"/> Emergency		11/5/2010		<input checked="" type="checkbox"/> Open <input type="checkbox"/> Set Aside <input type="checkbox"/> Open with Sub-Contracting Set Aside	
7. Issued By:				8. Address Offer to:					
Office of Contracting and Procurement Transportation Specialty Equipment Group 2000 - 14th Street, N.W., 6th Floor Washington, DC 20009				Office of Contracting and Procurement Transportation Specialty Equipment Group 2000 - 14th Street, N.W., 3rd Floor Bid Room (Reeves Center) Washington, DC 20009					
NOTE: In sealed bid solicitations "offer" and offeror" means "bid" and "bidder"									
SOLICITATION									
9. Sealed offers in original and <u>2</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried to the bid counter located at <u>Bid Room (Reeves Ctr) 2000 - 14th Street, N.W., 3rd Floor</u> until <u>2:00</u> local time <u>18-Nov-10</u> (Hour) (Date)									
CAUTION: Late Submissions, Modifications and Withdrawals: See 27 DCMR chapters 15 & 16 as applicable. All offers are subject to all terms & conditions contained in this solicitation.									
10. For Information Contact		A. Name		B. Telephone			C. E-mail Address		
		Aaron Holland		(Area Code)	(Number)	(Ext)	aaron.holland@dc.gov		
				202	671-2293				
11. Table of Contents									
(X)	Section	Description	Page No.	(X)	Section	Description	Page No.		
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES					
X	A	Solicitation/Contract Form	1	X	I	Contract Clauses	30		
X	B	Supplies or Services and Price/Cost	2	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS					
X	C	Specifications/Work Statement	8	X	J	List of Attachments	37		
x	D	Packaging and Marking	15	PART IV - REPRESENTATIONS AND INSTRUCTIONS					
X	E	Inspection and Acceptance	16			Representations, certifications and other statements of offerors			
X	F	Deliveries or Performance	17	X	K		38		
X	G	Contract Administration Data	18	X	L	Instructions, conditions & notices to offerors	42		
X	H	Special Contract Requirements	23	X	M	Evaluation factors for award	49		
OFFER									
12. In compliance with the above, the undersigned agrees, if this offer is accepted within <u>150</u> calendar days from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified herein.									
13. Discount for Prompt Payment		10 Calendar days %		20 Calendar days %		30 Calendar days %		___ Calendar days %	
14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION):				Amendment Number		Date		Amendment Number	
15A. Name and Address of Offeror				16. Name and Title of Person Authorized to Sign Offer/Contract					
15B. Telephone		15 C. Check if remittance address is different from above - Refer to Section G		17. Signature			18. Offer Date		
(Area Code)	(Number)	(Ext)							
AWARD (TO BE COMPLETED BY GOVERNMENT)									
19. Accepted as to Items Numbered			20. Amount			21. Accounting and Appropriation			
22. Name of Contracting Officer (Type or Print)			23. Signature of Contracting Officer (District of Columbia)			24. Award Date			



SECTION B: CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST

- B.1** The Office of Contracting and Procurement on behalf of the Office of the State Superintendent of Education (OSSE) Department of Transportation (DOT) is seeking Contractors to provide Maintenance & Repair; Accident Body Damage Repair; On-site Maintenance; On-site Glass; On-site Tire Replacement; Emergency Road Service and Towing; Preventive Maintenance & Inspections (PMI) Safety; PMI-Lube; and/or PMI-Brake services to its' fleet of more than 800 buses.
- B.2** The District contemplates award of multiple, time and materials contracts for fleet maintenance and repair services. The District will pay the Contractor a fixed price for preventative maintenance services, a fixed unit price for labor associated with repair services and on-site maintenance, and a fixed unit price for towing, tire service and roadside service. The District will pay the Contractor for the parts at the rate noted in the price schedules below. The District will also reimburse the Contractor for specialty work that cannot be performed by the Contractor.
- B.3** The District will make award by aggregate award group. To be considered, a bidder must submit a price on all CLINs within an individual award group. A bidder does not need to provide a price for all aggregate groups.

B.4 PRICE SCHEDULE

B.4.1 Base Year

Contract Line Item No. (CLIN)	Service Description	Unit Price
Aggregate Award Group 1		
0001	PMI-Safety (as described in section C.3.1.1)	\$ _____/job
0002	PMI-Lube (as described in section C.3.1.2)	\$ _____/job
0003	PMI-Brake (as described in Section C.3.1.3)	\$ _____/job
0004AA	Repair Service (as described in Section C.3.2)	\$ _____/hour
Aggregate Award Group 2		
0004AB	Body Work Service (as described in Section C.3.2)	\$ _____/hour
Aggregate Award Group 3		
0005	On-Site Maintenance (as described in Section C.3.3)	\$ _____/hour
Aggregate Award Group 4		
0006	On-site Tire Replacement (as described in Section C.3.12.4)	\$ _____/tire
Aggregate Award Group 5		

Contract Line Item No. (CLIN)	Service Description	Unit Price
0007	On-site Glass Replacement	
Aggregate Award Group 6		
0008	Roadside Service (as described in Section C.3.4)	\$_____/call
0009	Towing Service within the City & up to 15 miles outside the City limits (as described in Section C.3.5)	\$_____/tow
0010	Towing Service 16 to 60 miles outside the City Limits (as described in Section C.3.6)	\$_____/tow
0011	Cost Reimbursement for Specialty work and parts	Not to Exceed \$300,000
Total Not to Exceed Amount		\$900,000

A. Parts Price

Percentage of Discount Offered _____%

Type of Price List (dealer, jobber, etc) _____

Price List Number _____

Date of Price List _____

Price List Column on which the discount is based (e.g. distributor, net, wholesale). _____

B.4.2 Option Year 1

Contract Line Item No. (CLIN)	Service Description	Unit Price
Aggregate Award Group 1		
1001	PMI-Safety (as described in section C.3.1.1)	\$_____/job
1002	PMI-Lube (as described in section C.3.1.2)	\$_____/job
1003	PMI-Brake (as described in Section C.3.1.3)	\$_____/job
1004AA	Repair Service (as described in Section C.3.2)	\$_____/hour
Aggregate Award Group 2		
1004AB	Body Work Service (as described in Section C.3.2)	\$_____/hour
Aggregate Award Group 3		
1005	On-Site Maintenance (as described in Section C.3.3)	\$_____/hour

Contract Line Item No. (CLIN)	Service Description	Unit Price
Aggregate Award Group 4		
1006	On-site Tire Replacement (as described in Section C.3.12.4)	\$ _____/tire
Aggregate Award Group 5		
1007	On-site Glass Replacement	
Aggregate Award Group 6		
1008	Roadside Service (as described in Section C.3.4)	\$ _____/call
1009	Towing Service within the City & up to 15 miles outside the City limits (as described in Section C.3.5)	\$ _____/tow
1010	Towing Service 16 to 60 miles outside the City Limits (as described in Section C.3.6)	\$ _____/tow
1011	Cost Reimbursement for Specialty work and parts	Not to Exceed \$300,000
Total Not to Exceed Amount		\$900,000

A. Parts Price

Percentage of Discount Offered _____ %
 Type of Price List (dealer, jobber, etc) _____
 Price List Number _____
 Date of Price List _____
 Price List Column on which the discount is based (e.g. distributor, net, wholesale). _____

B.4.3 Option Year 2

Contract Line Item No. (CLIN)	Service Description	Unit Price
Aggregate Award Group 1		
2001	PMI-Safety (as described in section C.3.1.1)	\$ _____/job
2002	PMI-Lube (as described in section C.3.1.2)	\$ _____/job
2003	PMI-Brake (as described in Section C.3.1.3)	\$ _____/job
2004AA	Repair Service (as described in Section C.3.2)	\$ _____/hour
Aggregate Award Group 2		

Contract Line Item No. (CLIN)	Service Description	Unit Price
2004AB	Body Work Service (as described in Section C.3.2)	\$ _____/hour
Aggregate Award Group 3		
2005	On-Site Maintenance (as described in Section C.3.3)	\$ _____/hour
Aggregate Award Group 4		
2006	On-site Tire Replacement (as described in Section C.3.12.4)	\$ _____/tire
Aggregate Award Group 5		
2007	On-site Glass Replacement	
Aggregate Award Group 6		
2008	Roadside Service (as described in Section C.3.4)	\$ _____/call
2009	Towing Service within the City & up to 15 miles outside the City limits (as described in Section C.3.5)	\$ _____/tow
2010	Towing Service 16 to 60 miles outside the City Limits (as described in Section C.3.6)	\$ _____/tow
2011	Cost Reimbursement for Specialty work and parts	Not to Exceed \$300,000
Total Not to Exceed Amount		\$900,000

A. Parts Price

Percentage of Discount Offered _____%

Type of Price List (dealer, jobber, etc) _____

Price List Number _____

Date of Price List _____

Price List Column on which the discount is based (e.g. distributor, net, wholesale). _____

B.4.4 Option Year 3

Contract Line Item No. (CLIN)	Service Description	Unit Price
Aggregate Award Group 1		
3001	PMI-Safety (as described in section C.3.1.1)	\$ _____/job
3002	PMI-Lube (as described in section C.3.1.2)	\$ _____/job

Contract Line Item No. (CLIN)	Service Description	Unit Price
3003	PMI-Brake (as described in Section C.3.1.3)	\$ _____/job
3004AA	Repair Service (as described in Section C.3.2)	\$ _____/hour
Aggregate Award Group 2		
3004AB	Body Work Service (as described in Section C.3.2)	\$ _____/hour
Aggregate Award Group 3		
3005	On-Site Maintenance (as described in Section C.3.3)	\$ _____/hour
Aggregate Award Group 4		
3006	On-site Tire Replacement (as described in Section C.3.12.4)	\$ _____/tire
Aggregate Award Group 5		
3007	On-site Glass Replacement	
Aggregate Award Group 6		
3008	Roadside Service (as described in Section C.3.4)	\$ _____/call
3009	Towing Service within the City & up to 15 miles outside the City limits (as described in Section C.3.5)	\$ _____/tow
3010	Towing Service 16 to 60 miles outside the City Limits (as described in Section C.3.6)	\$ _____/tow
3011	Cost Reimbursement for Specialty work and parts	Not to Exceed \$300,000
Total Not to Exceed Amount		\$900,000

A. Parts Price

Percentage of Discount Offered _____%

Type of Price List (dealer, jobber, etc) _____

Price List Number _____

Date of Price List _____

Price List Column on which the discount is based (e.g. distributor, net, wholesale). _____

B.4.5 Option Year 4

Contract Line Item No. (CLIN)	Service Description	Unit Price

Aggregate Award Group 1		
4001	PMI-Safety (as described in section C.3.1.1)	\$ _____/job
4002	PMI-Lube (as described in section C.3.1.2)	\$ _____/job
4003	PMI-Brake (as described in Section C.3.1.3)	\$ _____/job
4004AA	Repair Service (as described in Section C.3.2)	\$ _____/hour
Aggregate Award Group 2		
4004AB	Body Work Service (as described in Section C.3.2)	\$ _____/hour
Aggregate Award Group 3		
4005	On-Site Maintenance (as described in Section C.3.3)	\$ _____/hour
Aggregate Award Group 4		
4006	On-site Tire Replacement (as described in Section C.3.12.4)	\$ _____/tire
Aggregate Award Group 5		
4007	On-site Glass Replacement	
Aggregate Award Group 6		
4008	Roadside Service (as described in Section C.3.4)	\$ _____/call
4009	Towing Service within the City & up to 15 miles outside the City limits (as described in Section C.3.5)	\$ _____/tow
4010	Towing Service 16 to 60 miles outside the City Limits (as described in Section C.3.6)	\$ _____/tow
4011	Cost Reimbursement for Specialty work and parts	Not to Exceed \$300,000
Total Not to Exceed Amount		\$900,000

A. Parts Price

Percentage of Discount Offered _____ %
 Type of Price List (dealer, jobber, etc) _____
 Price List Number _____
 Date of Price List _____
 Price List Column on which the discount is based (e.g. distributor, net, wholesale). _____

SECTION C: SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE:

The Office of Contracting and Procurement on behalf of the Office of the State Superintendent of Education (OSSE) Department of Transportation (DOT) is seeking Contractors to provide Maintenance & Repair; Accident Body Damage Repair; On-site Maintenance; On-site Glass; On-site Tire Replacement; Emergency Road Service and Towing; Preventive Maintenance & Inspections (PMI) Safety; PMI-Lube; and/or PMI-Brake services to its' fleet of more than 800 buses.

C.2 BACKGROUND

The District of Columbia Public Schools-Division of Transportation (DOT) provides School Bus Transportation Services to approximately 4,000 students annually. DOT provides transportation services to students with special needs. DOT is required under the terms of Court Order re: Petties, et al C.A. 95-0148, subsequent agreement dated November 14, 1997 and DOT Policy Directive 530.3 dated August 21, 1997, to provide "Safe and appropriate round trip transportation ("special education transportation") at no cost, for all DOT students receiving special education and/or related services, whose individual needs require transportation to and from programs and / or related service sites by means of other than public transportation or on foot". These services must be provided, uninterrupted, throughout the school year and summer school.

The responsibility of DOT is to ensure the overall maintenance safety, reliability, as well as dependability for all the school buses for the District of Columbia Public Schools (DOT).

The current fleet operated by DOT is comprised of approximately 790 buses of various ages and sizes. Presently, approximately 126 of these buses are equipped with lifts and lift gates which permit the loading and unloading of wheelchair bound students. The bus fleet presently operates out of four terminals located within the city limits of the District of Columbia at: 5th Street Terminal @ 2115 5th Street, NE Washington, DC 20002; The Adams Place Terminal @ 2000 Adams Place NE Washington, DC 20018; The New York Avenue Terminal @ 1345 New York Avenue NE Washington, DC 20002 and; The Southwest Terminal @ 4 DC Village Lane Washington, DC 20032.

The fleet is made up of mostly Ford E350 – E450 Econoline 6.0L Diesel engines. In addition, the fleet has International DT466E and T444E series and Chevrolets with 6.5L Duramax engines. Note that as vehicles are replaced or expansion occurs vehicles may be substituted, deleted or added to the fleet.

Please use the following vehicles and VINs to identify the appropriate parts for all price quotes requested below.

SAMPLE VEHICLES				
YEAR	MAKE	MODEL	VIN	TIRE SIZE
2006	Ford	E-450 ECONOLINE V8 6.0L 363CID FI DIESEL TP	1FDXE45P06HB24739	LT225-75R16
2004	INTERNATIONAL	GA395 - DT466E	4DRBGAAAPX4A960993	11R22.5
2001	Chevrolet	CHEVROLET V6 4.3L 262 CID FI	1GBHG31F511191594	RT225- 75R16

C.3 REQUIREMENTS

The Contractor shall perform any or all of the services listed below including preventative maintenance, on-site services and/or repair services. The Contractor may subcontract specialty work to subcontractors who have been approved prior to the start of work.

C.3.1 Preventative Maintenance

The Contractor shall perform all preventive maintenance described below and in accordance with the relevant manufacturer’s guidelines and equipment manual(s). DOT will provide the Contractor a PM schedule for all buses. The Contractor shall provide all maintenance and expendable parts and supplies required for preventative maintenance. The contractor’s repair times shall be in accordance with the Chilton labor standards.

C.3.1.1 PMI-Safety- The Contractor shall perform 45 day/3,000 safety inspections. The Contractor shall document, daily, any repairs required as a result of a PMI and obtain written approval for any repairs over \$1,000 from the CA prior to performance of the repair. PMI-Safety Inspections include, but are not limited to, lights, fluids, operating systems including heat and air conditioning for working condition, wiper blades, glass for breakage, wheel chair lifts for operation of so equipped, and all items contained on the inspection form.

C.3.1.2 PMI-Safety and Lube – The Contractor shall perform 5,000 mile oil changes, including oil, oil filters, check and replace the air filters... During this maintenance, the Contractor shall also perform routine safety inspections. The Contractor shall document, daily, any repairs required as a result of a PMI and obtain written approval for any repairs over \$1,000 from the CA prior to performance of the repair. PMI-Safety Inspections include, but are not limited to, lights, fluids, operating systems including heat and air conditioning for working condition, wiper blades, and glass for breakage, wheel chair lifts for operation of so equipped, and all items contained on the inspection form.

AREAS OF INSPECTION FOR SAFETY INSPECTION (A) AND LUBE INSPECTION (L)
Body inspection, tires and wheels, suspension, brakes, engine and electrical systems, heating and air conditioning, chassis and undercarriage, filter changes, lubrication and engine oil service. All areas of inspection are to be done according to all related regulations. See Section J of attached inspection form.

C.3.1.3 PMI-Brake – The Contractor shall perform a complete brake inspection every 12 months or 12,000 miles, whichever occurs first. This inspection shall be performed in conjunction with the work detailed in Section C.3.1.1 and C.3.1.2 depending on the PMI schedule of the individual bus. The brake inspection shall require the removal of all wheels and/or drums, measurements taken of the drums, lining or pads and recorded on the inspection sheet. Any brake pad at 7/32 or 30% must be replaced and all other brake repairs must be done during the inspection.

AREAS OF INSPECTION FOR BRAKE INSPECTION (B)
During this inspection all wheels must be pulled and the entire brake system must be inspected of proper operation in accordance with all related regulations. Inspection must address, but not limited to, the follow items of the brake system: calipers, cables, drums, lines/hoses, master cylinder, pads, rotors, shoes. See Section B of attached inspection form.

C.3.1.4 The Contractor shall provide one (1) day turnaround time for preventive maintenance service.

C.3.2 Repair Services and Body Work

The Contractor shall provide repair services and body work as prescribed by the appropriate manufacturer’s guidelines and equipment manuals(s) and accepted industry standards which will result in a mechanically sound, safe and reliable vehicle. Repair services shall consist of, but not limited to, the repair or replacements of parts, assemblies, components, systems and sub-systems.

C.3.2.1 The Contractor shall perform a “problem diagnosis” to identify the degree of repair services needed. The Contractor shall have the capacity to diagnose problems using computers as well as being able to accurately interpret “problem codes” as prescribed by the manufacturers.

C.3.2.2 The Contractor shall inform the Contract Administrator (CA) whether or not the results of the problems diagnosis involve any parts under warranty.

C.3.2.2.1 The Contractor shall arrange the warranty maintenance work to be performed by an authorized party if the Contractor is not so authorized.

C.3.2.2.2 The Contractor shall perform repair service work not covered by the manufacturer’s warranty.

C.3.2.3 The Contractor shall provide all maintenance services and expendable parts and supplies required for corrective maintenance. DOT will not absorb any extra costs associated with “shop supplies” including, but not limited to a percentage of total invoices charged for shop rags, nuts, bolts, cleaning sprays, etc.

- C.3.2.4** The Contractor shall provide an estimate (labor and materials) for collision damage repairs (body work and associated structural repairs) in writing to the CA for approval prior to the performance of repair.
- C.3.2.5** The Contractor agrees to accept the assignment of third party insurance indemnification for damages not resulting from the fault of DOT personnel as full and complete payment for services and parts associated with such damage.
- C.3.2.6** The Contractor's personnel performing body work shall be Inter-Industry Conference on Auto Collision Repair (ICAR) tested and certified so that vehicle structural integrity and quality are assured.
- C.3.2.7** The Contractor shall provide a (2) day turnaround time for all minor repairs and minor body work such as small dents, scratches and chips.

C.3.3 On-site Maintenance

The Contractor shall supply mobile repair vehicles along with competent staff at each DOT bus terminal daily for on-site maintenance. The standard for any on-site maintenance task shall be the appropriate manufacturer's guidelines and equipment manual(s). On-site maintenance personnel shall be qualified to perform preliminary problem diagnoses as well as being able to coordinate the referral of those buses identified as required more extensive repairs.

- C.3.3.1** The Contractor shall provide trained personnel to perform on-site Maintenance between 4:30AM and 8:30 AM. If additional hours are needed to complete repairs, the Contractor shall obtain approval from the CA. On-site maintenance includes activities such as assisting with start-up, jump starts; replace batteries, minor repairs such as light, fuse, tires, and glass replacement.
- C.3.3.2** The mobile repair vehicles belonging to the Contractor shall be equipped, at a minimum, with the following equipment in order to be self sufficient at each DOT bus terminal:
 - (a) 12-volt charging system
 - (b) Generator-gas or diesel powered
 - (c) Air Compressor- gas or diesel powered
 - (d) Electrical Diagnostic tools-such as battery/alternator tester
- C.3.3.3** All operational and maintenance costs associated with providing such a mobile repair vehicle as described herein shall be the sole responsibility of the Contractor.
- C.3.3.4** Persons performing the On-site Maintenance shall document in writing the use of supplies such as, but not limited to, oil, antifreeze, wiper blades, transmission fluid, And light bulbs. Said documentation shall indicate the Identification (BE) Number of the bus serviced, date said services and supplies were provided and signature of the respective

Transportation Assistant of the terminal, who must verify the performance of the work receipt of the supplies.

- C.3.3.5** The Contract shall provide a same day turnaround time for on-site repairs subject to the availability of the requisite parts.
- C.3.3.6** The Contractor shall document all repairs completed or in-progress and submit a report to the CA daily.
- C.3.4** **Emergency Road Service**
- The Contractor shall provide emergency road service. The standard for all emergency road service work performed by the Contractor shall be the appropriate manufacturer's guidelines and equipment manual(s) and accepted industry standards.
- C.3.4.1** The Contractor shall provide roadside service only in conditions which permits the service to be completed in a safe manner for all parties involved. Provided services shall be minor in nature such as a jump start, tire change, fuse replacement. The service shall only be provided if it shall render the unit safe to proceed with normal travel.
- C.3.4.2** The Contractor shall be required to meet a 60 minute maximum response time to the location of any school bus requiring emergency service within the District of Columbia (D.C.) or within 15 miles of the city limits. In the event the maximum response time is not met, the DOT may take a 20% deduction on the invoice for such service.
- C.3.4.3** The Contractor shall be required to meet a 90 minute maximum response time to the location any school bus requiring emergency service which is outside the city limits of the District of Columbia (16 to 60 miles). In the event maximum response time is not met, the DOT may take a 20% deduction on the invoice for such service.
- C.3.5** **Towing Service** – If the vendor elects to provide this service, the Contractor shall provide towing service between the hours of 4:00 a.m. thru 8:00 p.m. Monday through Friday.
- C.3.5.1** The Contractor shall be required to meet a 60 minute maximum response time to the location of any school bus requiring tow service within the District of Columbia (D.C.) or within 15 miles of the city limits. In the event the maximum response time is not met, the DOT may take a 20% deduction on the invoice for such service.
- C.3.5.2** The Contractor shall be required to meet a 90 minute maximum response time to the location any school bus requiring tow service which is outside the city limits of the District of Columbia (16 to 60 miles). In the event maximum response time is not met, the DOT may take a 20% deduction on the invoice for such service.
- C.3.6** **Repair Delays**

The Contractor shall notify the CA immediately upon determining delays will occur regarding the return of any bus. Delays which are approved by the CA shall be done so in writing (memorandum or letter on official letterhead paper, email or fax). This written communication shall specify the bus number (serial number or other unique alpha/numeric identifier) as well as its license plate number. Unauthorized delays by Contractor will result in liquidated damages at a rate of two hundred and fifty dollars (\$250.00) per bus, per day.

C.3.7 Specialty Work

C.3.7.1 Under those circumstances where the repairs relate to equipment or components which require specially trained personnel or equipment, the Contractor may subcontract this repair work to a specialty shop approved by the District. Examples of specialty work include, but are not limited to, wheelchairs lifts, seat upholstery.

C.3.7.2 The turnaround time period for specialty work shall be as mutually agreed to by the Contractor, subcontractor (if applicable) and the CA.

C.3.8 REPAIR WORK APPROVAL THRESHOLDS

C.3.8.1 The Contractor shall report all repair costs to the CA on a daily basis. The Contractor can proceed with repair work, after notifying the CA, when the total repair cost (labor and materials) is less than one thousand dollars (\$1,000.00).

C.3.8.2 The Contractor shall prepare a written estimate and obtain approval same by the CA for all repair work having a total repair cost (labor and materials) equal to or greater than one thousand dollars (\$1,000.00). Repair work having cost a total cost equal to or greater than one thousand dollars shall not be performed prior to the CA written approval.

C.3.8.3 For the purpose of a written estimate, the formula for total repair cost (labor and materials) is as follows:

(fixed labor hourly rate (per Section B) * number of labor hours estimated) + (cost of parts)-Core credits (if applicable).

C.3.8.4 The Contractor shall perform all repairs and invoice in accordance with the Chilton labor standards.

C.3.9 EXPENDABLE SUPPLIES

The Contractor shall provide all expendable supplies and accessories, as set forth in the National Standards for School Buses and School Bus Operations (most current edition) required to perform all maintenance duties detailed in Section C. These supplies include, but not limited to, oil, lubricants, grease, antifreeze, tires and tubes.

C.3.10 CORE CREDITS

The Contractor agrees to apply all core credits to reduce the total repair cost. Core credits are those values assigned to bus parts that have been replaced, which are returned to the manufacturer for their redemption value instead of discarded. In the practice of performing various types of maintenance services, commercial vendors routinely encounter parts having a core credit.

C.3.11 PARTS

The Contractor shall retain and tag (with BE# and vehicle mileage) for inspection by DOT personnel all parts which have been replaced unless these parts are either redeemed as cores, whereby a core credit is obtained, or the parts are released by the CA. If DOT does not elect to inspect the replaced parts within 30 days of completion of the repairs, they may be disposed of in accordance with accepted industry standards and applicable laws and regulations.

C.3.12 TIRES

C.3.12.1 The Contractor shall ensure that all buses needing replacement tires are equipped with new tires meeting specification of the tires supplied by the Original Equipment Manufacturer (OEM). **RECONDITIONED AND/OR RETREAD TIRES OF ANY KIND ARE PROHIBITED.**

C.3.12.2 The Contractor shall ensure that the tire tread depth measurement for all school buses is 6/32 of an inch for the front tires.

C.3.12.3 The Contractor shall ensure that the tire tread depth measurement for all school buses is 4/32 of an inch for the rear tires.

C.3.12.4 The Contractor shall stock and use on DOT school buses only those tires meeting the specifications of the tires supplied by the OEM.

C.3.12.5 When tire replacement is required, the Contractor shall provide a price quote replace the front and rear tires on the sample vehicles to the CA. Most tire replacements are performed at the bus terminals; however, there will be an occasional need for an emergency roadside service to replace a tire.

C.3.12.6 The Contractor shall be required to provide tire replacement service between the hours of 4:00 a.m. thru 8:00 p.m. Monday thru Friday. When needed, the Contractor shall provide tire service either on-site or at the Contractor's facility.

SECTION D: PACKAGING AND MARKING

Not Applicable

SECTION E: INSPECTION AND ACCEPTANCE

- E.1** The inspection and acceptance requirements for this contract shall be governed by clause number five (5) Inspection of Supplies and clause number six (6), Inspection of Services of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007. (Attachment J.1)
- E.2** The Contractor agrees to allow DOT to have a Quality Control Inspector (QCI) on its premises for the purpose of determining if repairs are required and to inspect applicable equipment manual (s) and industry standards. The QCI shall have full access to the shop areas and to the mechanics which are performing the repair work without interference from the contractor.

SECTION F: PERIOD OF PERFORMANCE AND DELIVERABLES

F.1 TERM OF CONTRACT

The term of the contract shall be for a period of one year from date of award specified on the cover page of this contract.

F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

F.2.1 The District may extend the term of this contract for a period of four (4) one-year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

F.2.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

F.2.3 The price for the option period(s) shall be as specified in the Section B of the contract.

F.2.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

F.3 DELIVERABLES

The Contractor shall perform the activities required to successfully complete the District’s requirements and submit each deliverable to the Contract Administrator (CA) identified in section G.9 in accordance with the following:

SOW Section	Deliverable	Quantity	Format/Method of Delivery	Due Date
C.3.1.1, C.3.3.6, C.3.8.1	Documentation of repairs	1	Electronic copy to CA	Daily
C.3.8.2	Written estimates of repairs over \$1,000	1	Hard or electronic copy to CA	Prior to ordering parts or performance of work

F.3.1 The Contractor shall submit to the District, as a deliverable, the report described in section H.5.5 which is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, the District shall not make final payment to the Contractor pursuant to section G.3.2.

SECTION G: CONTRACT ADMINISTRATION

G.1 INVOICE PAYMENT

- G.1.1** The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.
- G.1.2** The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

G.2 INVOICE SUBMITTAL

- G.2.1** The Contractor shall submit proper invoices on a weekly basis. Invoices shall be prepared in duplicate and submitted to the agency Chief Financial Officer with concurrent copies to the Contract Administrator (CA) specified in Section G.9 below. The address of the CFO is:

Email Address for invoices only: osse.financedot@dc.gov

Fax Number: 202-541-3667
Attention: Finance Dept. Lorretta Payne

Mailing Address: OSSE- Division of Transportation
2nd Floor
1709 3rd Street NE
Washington, DC 20001

- G.2.2** To constitute a proper invoice, the Contractor shall submit the following information on the invoice:
- G.2.2.1** Contractor's name, federal tax ID and invoice date (date invoices as of the date of mailing or transmittal);
- G.2.2.2** Contract number and invoice number;
- G.2.2.3** Description, price, quantity and the date(s) that the supplies or services were delivered or performed;
- G.2.2.4** Other supporting documentation or information, as required by the Contracting Officer;
- G.2.2.5** Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- G.2.2.6** Name, title, phone number of person preparing the invoice;

G.2.2.7 Name, title, phone number and mailing address of person (if different from the person identified in G.2.2.6 above) to be notified in the event of a defective invoice; and

G.2.2.8 Authorized signature.

G.2.2.9 DOT requires each weekly invoice to reflect the assigned work order numbers provided by the CA and the current odometer reading from the repaired vehicle. Tire invoices shall reflect the tire position of the replacement and purpose for replacement

G.3 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT

G.3.1 For contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment must be accompanied by the report or a waiver of compliance discussed in section H.5.5.

G.3.2 The District shall not make final payment to the Contractor until the agency CFO has received the Contracting Officer's final determination or approval of waiver of the Contractor's compliance with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements.

G.4 PAYMENT

The District will pay the Contractor upon completion and acceptance of all work on each work order and presentation of a properly executed invoice at the prices listed in section B.4.

G.5 ASSIGNMENT OF CONTRACT PAYMENTS

G.5.1 In accordance with 27 DCMR 3250, the Contractor may assign to a bank, trust company, or other financing institution funds due or to become due as a result of the performance of this contract.

G.5.2 Any assignment shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party.

G.5.3 Notwithstanding an assignment of contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

“Pursuant to the instrument of assignment dated _____, make payment of this invoice to (name and address of assignee).”

G.6 THE QUICK PAYMENT CLAUSE

G.6.1 Interest Penalties to Contractors

G.6.1.1 The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 *et seq.*, for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3rd day after the required payment date for meat or a meat product;
- b) the 5th day after the required payment date for an agricultural commodity; or
- c) the 15th day after the required payment date for any other item.

G.6.1.2 Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

G.6.2 Payments to Subcontractors

G.6.2.1 The Contractor must take one of the following actions within seven (7) days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under this contract:

- a) Pay the subcontractor for the proportionate share of the total payment received from the District that is attributable to the subcontractor for work performed under the contract; or
- b) Notify the District and the subcontractor, in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

G.6.2.2 The Contractor must pay any subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3rd day after the required payment date for meat or a meat product;
- b) the 5th day after the required payment date for an agricultural commodity; or
- c) the 15th day after the required payment date for any other item.

G.6.2.3 Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

G.6.2.4 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

G.6.3 Subcontract requirements

G.6.3.1 The Contractor shall include in each subcontract under this contract a provision requiring the subcontractor to include in its contract with any lower-tier subcontractor or supplier the payment and interest clauses required under paragraphs (1) and (2) of D.C. Official Code §2-221.02(d).

G.7 CONTRACTING OFFICER (CO)

Contracts will be entered into and signed on behalf of the District only by contracting officers. The contact information for the Contracting Officer is:

Gena Johnson
Transportation and Specialty Equipment Commodity Group
2000 14th Street, NW, 6th Floor
Washington, DC 20001
Telephone: 202-671-2205
E-mail address: gena.johnson@dc.gov

G.8 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

G.8.1 The CO is the only person authorized to approve changes in any of the requirements of this contract.

G.8.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the CO.

G.8.3 In the event the Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

G.9 CONTRACT ADMINISTRATOR (CA)

G.9.1 The CA is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. The CA has the responsibility of ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:

G.9.1.1 Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract;

G.9.1.2 Coordinating site entry for Contractor personnel, if applicable;

G.9.1.3 Reviewing invoices for completed work and recommending approval by the CO if the Contractor's prices and costs are consistent with the contractual amounts and progress is satisfactory and commensurate with the rate of expenditure;

G.9.1.4 Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the District's payment provisions; and

G.9.1.5 Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.

G.9.2 The address and telephone number of the CA is:

Reginia Beard
Director of Fleet
Division of Transportation/ Office of the State Superintendent of Education
1709 3rd Street, NE Second Floor
Washington, DC 20002
Phone: 202-576-8061
Fax: 202-541-3667

G.9.3 The CA shall NOT have the authority to:

1. Award, agree to, or sign any contract, delivery order or task order. Only the CO shall make contractual agreements, commitments or modifications;
2. Grant deviations from or waive any of the terms and conditions of the contract;
3. Increase the dollar limit of the contract or authorize work beyond the dollar limit of the contract,
4. Authorize the expenditure of funds by the Contractor;
5. Change the period of performance; or
6. Authorize the use of District property, except as specified under the contract.

G.9.4 The Contractor will be fully responsible for any changes not authorized in advance, in writing, by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

G.20 COST REIMBURSEMENT CEILING

G.20.1 Cost reimbursement ceiling for this contract is set forth in Section B.3.

G.20.2 The costs for performing the cost reimbursement elements of this contract shall not exceed the cost reimbursement ceiling specified in Section B.3.

G.20.3 The Contractor agrees to use its best efforts to perform the work specified in this contract and to meet all of the cost-reimbursable obligations under this contract within the cost reimbursement ceiling.

G.20.4 The Contractor must notify the CO, in writing, whenever it has reason to believe that the total cost for the performance of the cost-reimbursable elements of this contract will be either greater or substantially less than the cost reimbursement ceiling.

- G.20.5** As part of the notification, the Contractor must provide the CO a revised estimate of the total cost of performing the cost-reimbursable elements of this contract.
- G.20.6** The District is not obligated to reimburse the Contractor for costs incurred in excess of the cost reimbursement ceiling specified in Section B.3, and the Contractor is not obligated to continue performance under this contract (including actions under the Termination clauses of this contract), or otherwise incur costs in excess of the cost reimbursement ceiling specified in Section B.3, until the CO notifies the Contractor, in writing, that the estimated cost has been increased and provides revised cost reimbursement ceiling for performing this contract.
- G.20.7** No notice, communication, or representation in any form from any person other than the CO shall change the cost reimbursement ceiling. In the absence of the specified notice, the District is not obligated to reimburse the Contractor for any costs in excess of the cost reimbursement ceiling, whether such costs were incurred during the course of contract performance or as a result of termination.
- G.20.8** If any cost reimbursement ceiling specified in Section B.3 is increased, any costs the Contractor incurs before the increase that are in excess of the previous cost reimbursement ceiling shall be allowable to the same extent as if incurred afterward, unless the CO issues a termination or other notice directing that the increase is solely to cover termination or other specified expenses.
- G.20.9** A change order shall not be considered an authorization to exceed the applicable cost reimbursement ceiling specified in Section B.3, unless the change order specifically increases the cost reimbursement ceiling.
- G.20.20** Only costs determined in writing to be reimbursable in accordance with the cost principles set forth in rules issued pursuant to Title VI of the D.C. Procurement Practices Act of 1985 shall be reimbursable.

G.11 ORDERING CLAUSE

- G.11.1** Any supplies and services to be furnished under this contract must be ordered by issuance of work order by the CA. Such orders may be issued during the term of this contract.
- G.11.2** All work orders are subject to the terms and conditions of this contract. In the event of a conflict between a work order and this contract, the contract shall control.

SECTION H: SPECIAL CONTRACT REQUIREMENTS

H.1 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES

- H.1.1** For all new employment resulting from this contract or subcontracts hereto, as defined in

Mayor's Order 83-265 and implementing instructions, the Contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force:

- H.1.1.1** At least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.
- H.1.2** The Contractor shall negotiate an Employment Agreement with the Department of Employment Services ("DOES") for jobs created as a result of this contract. The DOES shall be the Contractor's first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause.

H.2 DEPARTMENT OF LABOR WAGE DETERMINATIONS

The Contractor shall be bound by the Wage Determination No. 2005-2203, Revision 20, dated June 15, 2010, issued by the U.S. Department of Labor in accordance with the Service Contract Act, 41 U.S.C. §351 *et seq.*, and incorporated herein as Section J.2. The Contractor shall be bound by the wage rates for the term of the contract subject to revision as stated herein and in accordance with Section 24 of the SCP. If an option is exercised, the Contractor shall be bound by the applicable wage rates at the time of the exercise of the option. If the option is exercised and the CO obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

H.3 PUBLICITY

The Contractor shall at all times obtain the prior written approval from the CO before the Contractor, any of its officers, agents, employees or subcontractors, either during or after expiration or termination of the contract, make any statement, or issue any material, for publication through any medium of communication, bearing on the work performed or data collected under this contract.

H.4 FREEDOM OF INFORMATION ACT

The District of Columbia Freedom of Information Act, at D.C. Official Code §2-532 (a-3), requires the District to make available for inspection and copying any record produced or collected pursuant to a District contract with a private contractor to perform a public function, to the same extent as if the record were maintained by the agency on whose behalf the contract is made. If the Contractor receives a request for such information, the Contractor shall immediately send the request to the CA who will provide the request to the FOIA Officer for the agency with programmatic responsibility in accordance with the D.C. Freedom of Information Act. If the agency with programmatic responsibility receives a request for a record maintained by the Contractor pursuant to the contract, the CA will forward a copy to the Contractor. In either event, the Contractor is required by law to provide all responsive records to the CA within the timeframe designated by the CA. The FOIA Officer for the agency with programmatic responsibility will determine the releasability of the records. The District will reimburse the Contractor for the costs of searching and copying the records in accordance with D.C. Official Code §2-532 and Chapter 4 of Title 1 of the *D.C. Municipal Regulations*.

H.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT

H.5.1 The Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code §2-219.01 *et seq.* (“First Source Act”).

H.5.2 The Contractor shall enter into and maintain, during the term of the contract, a First Source Employment Agreement, (Section J.4) in which the Contractor shall agree that:

- (1) The first source for finding employees to fill all jobs created in order to perform this contract shall be the DOES; and
- (2) The first source for finding employees to fill any vacancy occurring in all jobs covered by the First Source Employment Agreement shall be the First Source Register.

H.5.3 The Contractor shall submit to DOES, no later than the 20th of each month following execution of the contract, a First Source Agreement Contract Compliance Report (“contract compliance report”) to verify its compliance with the First Source Agreement for the preceding month. The contract compliance report for the contract shall include the:

- (1) Number of employees needed;
- (2) Number of current employees transferred;
- (3) Number of new job openings created;
- (4) Number of job openings listed with DOES;
- (5) Total number of all District residents hired for the reporting period and the cumulative total number of District residents hired; and
- (6) Total number of all employees hired for the reporting period and the cumulative total number of employees hired, including:
 - (a) Name;
 - (b) Social security number;
 - (c) Job title;
 - (d) Hire date;
 - (e) Residence; and
 - (f) Referral source for all new hires.

H.5.4 If the contract amount is equal to or greater than \$200,000, the Contractor agrees that 51% of the new employees hired for the contract shall be District residents.

H.5.5 With the submission of the Contractor’s final request for payment from the District, the Contractor shall:

- (1) Document in a report to the CO the Contractor’s compliance with section H.5.4 of this clause; or
- (2) Submit a request to the CO for a waiver of compliance with section H.5.4 and include the following documentation:
 - (a) Material supporting a good faith effort to comply;
 - (b) Referrals provided by DOES and other referral sources;

- (c) Advertisement of job openings listed with DOES and other referral sources; and
- (d) Any documentation supporting the waiver request pursuant to section H.5.6.

H.5.6 The CO may waive the provisions of section H.5.4 if the CO finds that:

- (1) A good faith effort to comply is demonstrated by the Contractor;
- (2) The Contractor is located outside the Washington Standard Metropolitan Statistical Area and none of the contract work is performed inside the Washington Standard Metropolitan Statistical Area which includes the District of Columbia; the Virginia Cities of Alexandria, Falls Church, Manassas, Manassas Park, Fairfax, and Fredericksburg, the Virginia Counties of Fairfax, Arlington, Prince William, Loudoun, Stafford, Clarke, Warren, Fauquier, Culpeper, Spotsylvania, and King George; the Maryland Counties of Montgomery, Prince Georges, Charles, Frederick, and Calvert; and the West Virginia Counties of Berkeley and Jefferson.
- (3) The Contractor enters into a special workforce development training or placement arrangement with DOES; or
- (4) DOES certifies that there are insufficient numbers of District residents in the labor market possessing the skills required by the positions created as a result of the contract.

H.5.7 Upon receipt of the Contractor's final payment request and related documentation pursuant to sections H.5.5 and H.5.6, the CO shall determine whether the Contractor is in compliance with section H.5.4 or whether a waiver of compliance pursuant to section H.5.6 is justified. If the CO determines that the Contractor is in compliance, or that a waiver of compliance is justified, the CO shall, within two business days of making the determination forward a copy of the determination to the agency Chief Financial Officer and the CA.

H.5.8 Willful breach of the First Source Employment Agreement, or failure to submit the report pursuant to section H.5.5, or deliberate submission of falsified data, may be enforced by the CO through imposition of penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract. The Contractor shall make payment to DOES. The Contractor may appeal to the D.C. Contract Appeals Board as provided in this contract any decision of the CO pursuant to this section H.5.8.

H.5.9 The provisions of sections H.5.4 through H.5.8 do not apply to nonprofit organizations.

H.6 SECTION 504 OF THE REHABILITATION ACT OF 1973, as amended.

During the performance of the contract, the Contractor and any of its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against disabled people in federally funded programs and activities. See 29 U.S.C. § 794 *et seq.*

H.7 AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

During the performance of this contract, the Contractor and any of its subcontractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. See 42 U.S.C. §12201 *et seq.*

H.8 WAY TO WORK AMENDMENT ACT OF 2006

- H.8.1** Except as described in H.8.8 below, the Contractor shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. Law 16-118, D.C. Official Code §2-220.01 *et seq.*) (“Living Wage Act of 2006”), for contracts for services in the amount of \$200,000 or more in a 12-month period.
- H.8.2** The Contractor shall pay its employees and subcontractors who perform services under the contract no less than the current living wage published on the OCP website at www.ocp.dc.gov.
- H.8.3** The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to pay its employees who perform services under the contract no less than the current living wage rate.
- H.8.4** The DOES may adjust the living wage annually and the OCP will publish the current living wage rate on its website at www.ocp.dc.gov.
- H.8.5** The Contractor shall provide a copy of the Fact Sheet attached as J.6 to each employee and subcontractor who performs services under the contract. The Contractor shall also post the Notice attached as J.5 in a conspicuous place in its place of business. The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to post the Notice in a conspicuous place in its place of business.
- H.8.6** The Contractor shall maintain its payroll records under the contract in the regular course of business for a period of at least three (3) years from the payroll date, and shall include this requirement in its subcontracts for \$15,000 or more under the contract.
- H.8.7** The payment of wages required under the Living Wage Act of 2006 shall be consistent with and subject to the provisions of D.C. Official Code §32-1301 *et seq.*
- H.8.8** The requirements of the Living Wage Act of 2006 do not apply to:
- (1) Contracts or other agreements that are subject to higher wage level determinations required by federal law;
 - (2) Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established 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 imminent 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 of 2006;
 - (6) An employee under 22 years of age employed during a school vacation period, or enrolled as a 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 of 2006;

- (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;
- (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
- (20) Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

H.8.9 The Mayor may exempt a contractor from the requirements of the Living Wage Act of 2006, subject to the approval of Council, in accordance with the provisions of Section 209 of the Living Wage Act of 2006.

H.9 AUDITS AND RECORDS

H.9.1 As used in this clause, “records” includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form.

H.9.2 Examination of Costs. If this is a cost-reimbursement, incentive, time-and-materials, labor-hour, or price re-determinable contract, or any combination of these, the Contractor shall maintain and the CO, or an authorized representative of the CO, shall have the right to examine and audit all records and other evidence sufficient to reflect properly all costs claimed to have been incurred or anticipated to be incurred directly or indirectly in performance of this contract. This right of examination shall include inspection at all reasonable times of the Contractor’s plants, offices or other facilities or parts of them, engaged in performing the contract.

H.9.3 Cost or pricing data. If the Contractor has been required to submit cost or pricing data in connection with any pricing action relating to this contract, the CO, or an authorized representative of the CO, in order to evaluate the accuracy, completeness, and currency of the cost or pricing data, shall have the right to examine and audit all of the Contractor’s records, including computations and projections, related to:

- a) The proposal for the contract, subcontract, or modification;
- b) The discussions conducted on the proposal(s), including those related to negotiating;
- c) Pricing of the contract, subcontract, or modification; or
- d) Performance of the contract, subcontract or modification.

H.9.4 Comptroller General

H.9.4.1 The Comptroller General of the United States, or an authorized representative, shall have access to and the right to examine any of the Contractor's directly pertinent records involving transactions related to this contract or a subcontract hereunder.

H.9.4.2 This section may not be construed to require the Contractor or subcontractor to create or maintain any record that the Contractor or subcontractor does not maintain in the ordinary course of business or pursuant to a provision of law.

H.9.5 Reports. If the Contractor is required to furnish cost, funding, or performance reports, the CO or an authorized representative of the CO shall have the right to examine and audit the supporting records and materials, for the purpose of evaluating:

- a) The effectiveness of the Contractor's policies and procedures to produce data compatible with the objectives of these reports; and
- b) the data reported.

H.9.6 Availability. The Contractor shall make available at its local office at all reasonable times the records, materials, and other evidence described in clauses H.20.1 through H.20.5, for examination, audit, or reproduction, until three (3) years after final payment under this contract or for any shorter period specified in the solicitation, or for any longer period required by statute or by other clauses of this contract. In addition:

- a) If this contract is completely or partially terminated, the Contractor shall make available the records relating to the work terminated until three (3) years after any resulting final termination settlement; and
- b) The Contractor shall make available records relating to appeals under the Disputes clause or to litigation or the settlement of claims arising under or relating to this contract until such appeals, litigation, or claims are finally resolved.

H.9.7 The Contractor shall insert a clause containing all the terms of this clause, including this section H.20.7, in all subcontracts under this contract that exceed the small purchase threshold of \$200,000, and:

- a) That are cost-reimbursement, incentive, time-and-materials, labor-hour, or price-re-determinable type or any combination of these;
- b) For which cost or pricing data are required; or
- c) That requires the subcontractor to furnish reports as discussed in H.20.5 of this clause.

SECTION I: CONTRACT CLAUSES

I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated March 2007 (“SCP”) are incorporated as part of the contract. To obtain a copy of the SCP go to www.ocp.dc.gov, click on OCP Policies under the heading “Information”, then click on “Standard Contract Provisions – Supplies and Services Contracts”.

I.2 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this contract beyond the current fiscal year is contingent upon future fiscal appropriations.

I.3 CONFIDENTIALITY OF INFORMATION

The Contractor shall keep all information relating to any employee or customer of the District in absolute confidence and shall not use the information in connection with any other matters; nor shall it disclose any such information to any other person, firm or corporation, in accordance with the District and federal laws governing the confidentiality of records.

I.4 TIME

Time, if stated in a number of days, will include Saturdays, Sundays, and holidays, unless otherwise stated herein.

I.5 RIGHTS IN DATA

I.5.1 “Data,” as used herein, means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.

I.5.2 The term “Technical Data”, as used herein, means recorded information, regardless of form or characteristic, of a scientific or technical nature. It may, for example, document research, experimental, developmental or engineering work, or be usable or used to define a design or process or to procure, produce, support, maintain, or operate material. The data may be graphic or pictorial delineations in media such as drawings or photographs, text in specifications or related performance or design type documents or computer printouts. Examples of technical data include research and engineering data, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information, and computer software documentation. Technical data does not include computer software or financial, administrative, cost and pricing, and management data or other information incidental to contract administration.

- I.5.3** The term “Computer Software”, as used herein means computer programs and computer databases. “Computer Programs”, as used herein means a series of instructions or statements in a form acceptable to a computer, designed to cause the computer to execute an operation or operations. "Computer Programs" include operating systems, assemblers, compilers, interpreters, data management systems, utility programs, sort merge programs, and automated data processing equipment maintenance diagnostic programs, as well as applications programs such as payroll, inventory control and engineering analysis programs. Computer programs may be either machine-dependent or machine-independent, and may be general purpose in nature or designed to satisfy the requirements of a particular user.
- I.5.4** The term "computer databases", as used herein, means a collection of data in a form capable of being processed and operated on by a computer.
- I.5.5** All data first produced in the performance of this Contract shall be the sole property of the District. The Contractor hereby acknowledges that all data, including, without limitation, computer program codes, produced by Contractor for the District under this Contract, are works made for hire and are the sole property of the District; but, to the extent any such data may not, by operation of law, be works made for hire, Contractor hereby transfers and assigns to the District the ownership of copyright in such works, whether published or unpublished. The Contractor agrees to give the District all assistance reasonably necessary to perfect such rights including, but not limited to, the works and supporting documentation and the execution of any instrument required to register copyrights. The Contractor agrees not to assert any rights in common law or in equity in such data. The Contractor shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.
- I.5.6** The District will have restricted rights in data, including computer software and all accompanying documentation, manuals and instructional materials, listed or described in a license or agreement made a part of this contract, which the parties have agreed will be furnished with restricted rights, provided however, notwithstanding any contrary provision in any such license or agreement, such restricted rights shall include, as a minimum the right to:
- I.5.6.1** Use the computer software and all accompanying documentation and manuals or instructional materials with the computer for which or with which it was acquired, including use at any District installation to which the computer may be transferred by the District;
- I.5.6.2** Use the computer software and all accompanying documentation and manuals or instructional materials with a backup computer if the computer for which or with which it was acquired is inoperative;
- I.5.6.3** Copy computer programs for safekeeping (archives) or backup purposes; and modify the computer software and all accompanying documentation and manuals or instructional materials, or combine it with other software, subject to the provision that the modified portions shall remain subject to these restrictions.
- I.5.7** The restricted rights set forth in section I.5.6 are of no effect unless

- (i) the data is marked by the Contractor with the following legend:

RESTRICTED RIGHTS LEGEND

Use, duplication, or disclosure is subject to restrictions stated in Contract No. _____ with (Contractor's Name); and

- (ii) If the data is computer software, the related computer software documentation includes a prominent statement of the restrictions applicable to the computer software. The Contractor may not place any legend on the computer software indicating restrictions on the District's rights in such software unless the restrictions are set forth in a license or agreement made a part of the contract prior to the delivery date of the software. Failure of the Contractor to apply a restricted rights legend to such computer software shall relieve the District of liability with respect to such unmarked software.

I.5.8 In addition to the rights granted in Section I.5.6 above, the Contractor hereby grants to the District a nonexclusive, paid-up license throughout the world, of the same scope as restricted rights set forth in Section I.5.6 above, under any copyright owned by the Contractor, in any work of authorship prepared for or acquired by the District under this contract. Unless written approval of the Contracting Officer is obtained, the Contractor shall not include in technical data or computer software prepared for or acquired by the District under this contract any works of authorship in which copyright is not owned by the Contractor without acquiring for the District any rights necessary to perfect a copyright license of the scope specified in the first sentence of this paragraph.

I.5.9 Whenever any data, including computer software, are to be obtained from a subcontractor under this contract, the Contractor shall use this clause, I.5, Rights in Data, in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the District's or the Contractor's rights in that subcontractor data or computer software which is required for the District.

I.5.20 For all computer software furnished to the District with the rights specified in Section I.5.5, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope specified in Section I.5.5. For all computer software furnished to the District with the restricted rights specified in Section I.5.6, the District, if the Contractor, either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under this contract or any paid-up maintenance agreement, or if Contractor should be declared bankrupt or insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the then current version of the source code supplied under this contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.

I.5.11 The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data

furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.

I.5.12 Nothing contained in this clause shall imply a license to the District under any patent, or be construed as affecting the scope of any license or other right otherwise granted to the District under any patent.

I.5.13 Paragraphs I.5.6, I.5.7, I.5.8, I.5.11 and I.5.12 above are not applicable to material furnished to the Contractor by the District and incorporated in the work furnished under contract, provided that such incorporated material is identified by the Contractor at the time of delivery of such work.

I.6 OTHER CONTRACTORS

The Contractor shall not commit or permit any act that will interfere with the performance of work by another District contractor or by any District employee.

I.7 SUBCONTRACTS

The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior written consent of the CO. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District will have the right to review and approve prior to its execution by the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

I.8 INSURANCE

- A. **GENERAL REQUIREMENTS.** The Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (20) days prior written notice in the event of non-payment of premium.

1. Commercial General Liability Insurance. The Contractor shall provide

evidence satisfactory to the CO with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The Contractor shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.

2. Automobile Liability Insurance. The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this contract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers' Compensation Insurance. The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance. The Contractor shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

- B. **DURATION.** The Contractor shall carry all required insurance until all contract work is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this contract.
- C. **LIABILITY.** These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**
- D. **CONTRACTOR'S PROPERTY.** Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
- E. **MEASURE OF PAYMENT.** The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.

- F. NOTIFICATION. The Contractor shall immediately provide the CO with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the CO.
- G. CERTIFICATES OF INSURANCE. The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to the CO.
- H. DISCLOSURE OF INFORMATION. The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.

I.9 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 20, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Section J.3. An award cannot be made to any bidder who has not satisfied the equal employment requirements.

I.20 ORDER OF PRECEDENCE

The contract awarded as a result of this IFB will contain the following clause:

ORDER OF PRECEDENCE

A conflict in language shall be resolved by giving precedence to the document in the highest order of priority that contains language addressing the issue in question. The following documents are incorporated into the contract by reference and made a part of the contract in the following order of precedence:

- (1) An applicable Court Order, if any
- (2) Contract document
- (3) Standard Contract Provisions
- (4) Contract attachments other than the Standard Contract Provisions
- (5) IFB, as amended
- (6) Bid

I.11 CONTRACTS IN EXCESS OF ONE MILLION DOLLARS

Any contract in excess of \$1,000,000 shall not be binding or give rise to any claim or demand against the District until approved by the Council of the District of Columbia and signed by the CO.

I.12 GOVERNING LAW

This contract, and any disputes arising out of or related to this contract, shall be governed by, and construed in accordance with, the laws of the District of Columbia.

I.13 CONTINUITY OF SERVICES

I.13.1 The Contractor recognizes that the services provided under this contract are vital to the District and must be continued without interruption and that, upon contract expiration or termination, a successor, either the District or another contractor, at the District's option, may continue to provide these services. To that end, the Contractor agrees to:

I.13.1.1 Furnish phase-out, phase-in (transition) training; and

I.13.1.2 Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

I.13.2 The Contractor shall, upon the CO's written notice:

I.13.2.1 Furnish phase-in, phase-out services for up to 90 days after this contract expires and

I.13.2.2 Negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the CO's approval.

I.13.3 The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.

I.13.4 The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

I.13.5 Only in accordance with a modification issued by the Contracting Officer, the Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract.

SECTION J: ATTACHMENTS

The following list of attachments is incorporated into the solicitation by reference.

Attachment Number	Document
J.1	Government of the District of Columbia Standard Contract Provisions for Use with the Supplies and Services Contracts (March 2007) available at www.ocp.dc.gov click on "Solicitation Attachments"
J.2	U.S. Department of Labor Wage Determination 2005-2103, Revision 10, dated June 15, 2010
J.3	Office of Local Business Development Equal Employment Opportunity Information Report and Mayor's Order 85-85 available at www.ocp.dc.gov click on "Solicitation Attachments"
J.4	Department of Employment Services First Source Employment Agreement available at www.ocp.dc.gov click on "Solicitation Attachments"
J.5	Way to Work Amendment Act of 2006 - Living Wage Notice
J.6	Way to Work Amendment Act of 2006 - Living Wage Fact Sheet
J.7	Tax Certification Affidavit available at www.ocp.dc.gov click on "Solicitation Attachments"
J.8	Department of Consumer and Regulatory Affairs Fact Sheet and Basic Business License Application
J.9	Inspection Report

SECTION K: REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF BIDDERS

K.1 TYPE OF BUSINESS ORGANIZATION

K.1.1 The bidder, by checking the applicable line, represents that

(a) It operates as:

- a corporation incorporated under the laws of the state of _____
- an individual,
- a partnership,
- a nonprofit organization, or
- a joint venture.

(b) If the bidder is a foreign entity, it operates as:

- an individual,
- a joint venture, or
- a corporation registered for business in _____
(Country)

K.2 CERTIFICATION AS TO COMPLIANCE WITH EQUAL OPPORTUNITY OBLIGATIONS

Mayor’s Order 85-85, “Compliance with Equal Opportunity Obligations in Contracts”, dated June 20, 1985 and the Office of Human Rights’ regulations, Chapter 11, “Equal Employment Opportunity Requirements in Contracts”, promulgated August 15, 1986 (4 DCMR Chapter 11, 33 DCR 4952) are included as a part of this solicitation and require the following certification for contracts subject to the order. Failure to complete the certification may result in rejection of the bidder for a contract subject to the order. I hereby certify that I am fully aware of the content of the Mayor’s Order 85-85 and the Office of Human Rights’ regulations, Chapter 11, and agree to comply with them in performance of this contract.

Bidder _____ Date _____

Name _____ Title _____

Signature _____

Bidder ____ has ____ has not participated in a previous contract or subcontract subject to the Mayor’s Order 85-85. Bidder ____ has ____ has not filed all required compliance reports, and representations indicating submission of required reports signed by proposed sub-bidders. (The above representations need not be submitted in connection with contracts or subcontracts which are exempt from the Mayor’s Order.)

K.3 BUY AMERICAN CERTIFICATION

The bidder hereby certifies that each end product, except the end products listed below, is a domestic end product (as defined in Paragraph 23 of the SCP, "Buy American Act"), and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

_____ EXCLUDED END PRODUCTS
_____ COUNTRY OF ORIGIN

K.4 DISTRICT EMPLOYEES NOT TO BENEFIT CERTIFICATION

Each bidder shall check one of the following:

_____ No person listed in clause 13 of the SCP (Attachment J.1), "District Employees Not To Benefit" will benefit from this contract.

_____ The following person(s) listed in clause 13 of the SCP (Attachment J.1) may benefit from this contract. For each person listed, attach the affidavit required by clause 13

K.5 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

(a) Each signature of the bidder is considered to be a certification by the signatory that:

- 1) The prices in this contract have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any bidder or competitor relating to:
 - (i) those prices
 - (ii) the intention to submit a contract, or
 - (iii) the methods or factors used to calculate the prices in the contract.
- 2) The prices in this contract have not been and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before contract opening unless otherwise required by law; and
- 3) No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit a contract for the purpose of restricting competition.

(b) Each signature on the bid is considered to be a certification by the signatory that the signatory:

- 1) Is the person in the bidder's organization responsible for determining the prices being offered in this contract, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- 2) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above:

(insert full name of person(s) in the organization responsible for determining the prices offered in this contract and the title of his or her position in the bidder's organization);

- (i) As an authorized agent, does certify that the principals named in subdivision (b)(2) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and
 - (ii) As an agent, has not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (c) If the bidder deletes or modifies subparagraph (a)(2) above, the bidder must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

K.6 TAX CERTIFICATION

Each bidder must submit with its bid, a sworn Tax Certification Affidavit, incorporated herein as Attachment J.7.

K.7 CERTIFICATION OF ELIGIBILITY

The bidder's signature shall be considered a certification by the signatory that the bidder, or any person associated therewith in the capacity of owner, partner, director, officer, principal, or any position involving the administration of funds:

- A. is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility under any federal, District or state statutes;
- B. has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal, District or state agency within the past three (3) years;
- C. does not have a proposed debarment pending; and
- D. has not been indicted, convicted, or had a civil judgment rendered against it or them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

DCGO-2011-B-0008
School Bus Maintenance

Indicate below any exception to your certification of eligibility and to whom it applies, their position in the bidder's organization, the initiating agency, and dates of action. Exceptions will not necessarily result in denial of award, but will be considered in determining responsibility of the bidder. Providing false information may result in criminal prosecution or administrative sanctions.

SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

L.1 METHOD OF AWARD

- L.1.1** The District reserves the right to accept/reject any/all bids resulting from this solicitation. The Contracting Officer may reject all bids or waive any minor informality or irregularity in bids received whenever it is determined that such action is in the best interest of the District.
- L.1.2** The District intends to award by aggregate group to up to twenty five (25) contracts resulting from this solicitation to the responsive and responsible bidders who have the lowest bid. A Bidder can submit a bid for one or more aggregate groups.

L.2 PREPARATION AND SUBMISSION OF BIDS

- L.2.1** Bidders shall submit a signed original and 2 copies. The District will not accept a facsimile copy of a bid as an original bid. All items accepted by the District, all pages of the Invitation for Bids (IFB), all attachments and all documents containing the bidder's offer shall constitute the formal contract. **Each bid shall be submitted as specified in Section A.9 in a sealed envelope conspicuously marked: "Bid in Response to Solicitation No. DCGO-2011-B-0008".**
- L.2.2** The original bid shall govern if there is a variance between the original bid and the copy submitted by the bidder. Each bidder shall return the complete solicitation as its bid.
- L.2.3** The District may reject as non-responsive any bid that fails to conform in any material respect to the IFB.
- L.2.4** The District may also reject as non-responsive any bids submitted on forms not included in or required by the solicitation. Bidders shall make no changes to the requirements set forth in the solicitation.
- L.2.5** The bidder must bid on all CLINs in an aggregate group to be considered for award of that aggregate group. Failure to bid on all CLINs in an aggregate group in section B.4 will render the bid non-responsive and disqualify a bid.
- L.2.6** The bidder must provide a list all work to be subcontracted, the name, address and qualifications of subcontractor.
- L.2.7** **BIDDERS MUST HAVE THE APPROPRIATE LICENSE TO PROVIDE AUTO REPAIR SERVICES TO THE DISTRICT GOVERNMENT. PLEASE CONTACT JUVA HEPBURN IN THE DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS AT 202-442-4307 (MAIN NUMBER 202-442-4400) FOR APPLICATION REQUIREMENTS. A COPY OF THE APPLICATION FORM IS PROVIDED AS ATTACHMENT J.9.**

L.3 FAMILIARIZATION WITH CONDITIONS

Bidders shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties which may be encountered and the conditions under which the work is to be accomplished. Bidders will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

L.4 BID SUBMISSION DATE AND TIME

Bids must be submitted no later than 2:00 pm local time on the date specified in Section A.9.

L.5 WITHDRAWAL OR MODIFICATION OF BIDS

A bidder may modify or withdraw its bid upon written, telegraphic notice, or facsimile transmission if received at the location designated in the solicitation for submission of bids, but not later than the exact time set for opening of bids.

L.6 LATE SUBMISSIONS, LATE MODIFICATIONS, AND LATE WITHDRAWALS

L.6.1 Bids, modifications to bids, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are “late” and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

- a. The bid or modification was sent by registered or certified mail no later than the fifth (5th) day before the date specified for receipt of bids; or
- b. The bid or modification was sent by mail and it is determined by the CO that the late receipt at the location specified in the solicitation was caused by mishandling by the District after receipt.

L.6.2 Postmarks

The only acceptable evidence to establish the date of a late bid, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. If neither postmark shows a legible date, the bid, modification or withdrawal shall be deemed to have been mailed late. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown on the postmark, the bid shall be considered late unless the bidder can furnish evidence from the postal authorities of timely mailing.

L.6.3 Late Submissions

A late bid, late request for modification or late request for withdrawal shall not be considered, except as provided in this section.

L.6.4 Late Modifications

A late modification of a successful bid which makes its terms more favorable to the District will be considered at any time it is received and may be accepted.

L.6.5 Late Bids

A late bid, late modification or late withdrawal of a bid that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful bids resulting from this solicitation.

L.7 HAND DELIVERY OR MAILING OF BIDS

Bidders must deliver or mail their bids to the address in Section A.8 of the cover page.

L.8 ERRORS IN BIDS

Bidders are expected to read and understand fully all information and requirements contained in the solicitation; failure to do so will be at the bidder's risk. In event of a discrepancy between the unit price and the total price, the unit price shall govern.

L.9 QUESTIONS ABOUT THE SOLICITATION

If a prospective bidder has any questions relative to this solicitation, the prospective bidder shall submit the questions in writing to the CO. The prospective bidder shall submit questions no later than 14 days prior to the closing date and time indicated for this solicitation. The District will not consider any questions received less than 14 days before the date set for submission of bids. The District will furnish responses promptly to all prospective bidders. An amendment to the solicitation will be issued, if that information is necessary in submitting bids, or if the lack of it would be prejudicial to any prospective bidders. Oral explanations or instructions given before the award of the contract will not be binding.

L.20 FAILURE TO SUBMIT BIDS

Recipients of this solicitation not responding with a bid should not return this solicitation. Instead, they should advise the CO by letter or postcard whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the Contracting Officer of the reason for not submitting a bid in response to this solicitation. If a recipient does not submit a bid and does not notify the CO that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

L.11 BID PROTESTS

Any actual or prospective bidder or contractor who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than ten (20) business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent prior to bid opening or the time set for receipt of initial bids shall be filed with the Board prior to bid opening or the time set for receipt of initial bids. In procurements in which bids are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into this solicitation, must be protested no later than the next closing time for receipt of bids following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 717 14th Street, N.W., Suite 430, Washington, D.C. 20004. The aggrieved person shall also mail a copy of the protest to the Contracting Officer.

L.12 SIGNING OF BIDS

L.12.1 The bidder shall sign the bid and print or type its name on the Solicitation, Offer and Award form of this solicitation. Each bid must show a full business address and telephone number of the bidder and be signed by the person or persons legally authorized to sign contracts. Erasures or other changes must be initialed by the person signing the bid. Bids signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the Contracting Officer.

L.12.2 All correspondence concerning the bid or resulting contract will be mailed to the address shown on the bid in the absence of written instructions from the bidder or contractor to the contrary. Any bid submitted by a partnership must be signed with the partnership name by a general partner with authority to bind the partnership. Any bid submitted by a corporation must be signed with the name of the corporation followed by the signature and title of the person having authority to sign for the corporation. Bidders shall complete and sign all Representations, Certifications and Acknowledgments as appropriate. Failure to do so may result in a bid rejection.

L.13 ACKNOWLEDGMENT OF AMENDMENTS

The bidder shall acknowledge receipt of any amendment to this solicitation (a) by signing and returning the amendment; (b) by identifying the amendment number and date in the space provided for this purpose in Section A, Solicitation, Offer and Award form; or (c) by letter, telegram or e-mail from an authorized representative. The District must receive the acknowledgment by the date and time specified for receipt of bids. A bidder's failure to acknowledge an amendment may result in rejection of its bid.

L.14 BIDS WITH OPTION YEARS

The bidder shall include option year prices in its bid. A bid may be determined to be nonresponsive if it does not include option year pricing.

L.15 LEGAL STATUS OF BIDDER

Each bid must provide the following information:

- L.15.1** Name, address, telephone number and federal tax identification number of bidder;
- L.15.2** A copy of each District of Columbia license, registration or certification that the bidder is required by law to obtain. This mandate also requires the bidder to provide a copy of the executed "Clean Hands Certification" that is referenced in D.C. Official Code §47-2862, if the bidder is required by law to make such certification. If the bidder is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the bid shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and
- L.15.3** If the bidder is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.

L.16 BID OPENING

The District shall publicly open bids submitted in response to this IFB. The District shall read aloud or otherwise make available the name of each bidder, the bid price, and other information that is deemed appropriate.

L.17 CERTIFICATES OF INSURANCE

Prior to commencing work, the Contractor shall have its insurance broker or insurance company submit certificates of insurance giving evidence of the required coverages as specified in Section I.8 to the CO.

L.18 GENERAL STANDARDS OF RESPONSIBILITY

The prospective contractor must demonstrate to the satisfaction of the District its capability in all respects to perform fully the contract requirements; therefore, the prospective contractor must submit the documentation listed below, within five (5) days of the request by the District.

- L.18.1** Evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.
- L.18.2** Evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- L.18.3** Evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.
- L.18.4** Evidence of compliance with the applicable District licensing and tax laws and regulations. The prospective contractor and its subcontractors must provide a copy of its license to provide the

required service in the District of Columbia issued by the Department of Consumer and Regulatory Affairs.

- L.18.5** Evidence of a satisfactory performance record, record of integrity and business ethics.
- L.18.6** Evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them. The District may conduct a site visit to inspect the Bidders repair facility and equipment. The selected contractor(s) may have up to 15 buses in for repair at any one time.
- L.18.7** Evidence of other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- L.18.8** If the prospective contractor fails to supply the information requested, the CO shall make the determination of responsibility or nonresponsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the CO shall determine the prospective contractor to be nonresponsible.

L.19 SPECIAL STANDARDS OF RESPONSIBILITY

- L.19.1** In addition to the general standards of responsibility set forth in section L.18, the prospective contractor must demonstrate to the satisfaction of the District the Bidder's ability to provide routine preventative maintenance and repair services for DOT's fleet. The bidder must submit with its bid convincing evidence that demonstrates that the bidder meets the Special Standard(s) of Responsibility. At a minimum, a bidder must provide the following evidence:
 - a. Contractors and its subcontractors must have at least two (2) years experience providing the various services described herein for school bus fleets.
 - b. Contractors shall indicate the number "ASE" certified mechanics on staff and list name by specialty (electrical, mechanical, transmission, brakes, air conditioning etc).
 - c. Contractor shall indicate the number of personnel that are Inter-Industry Conference on Auto Collision Repair (ICAR) tested and certified to perform body work.

L.20 PRE-BID CONFERENCE

A pre-bid conference will be held at _____ [a.m./p.m.] on (insert date) at (insert address). Prospective bidders will be given an opportunity to ask questions regarding this solicitation at the conference. The purpose of the conference is to provide a structured and formal opportunity for the District to accept questions from bidders on the solicitation document as well as clarify the contents of the solicitation. Attending bidders must complete the pre-bid conference attendance roster at the conference so that bidder attendance can be properly recorded.

Impromptu questions will be permitted and spontaneous answers will be provided at the District's discretion. Verbal answers given at the Pre-Bid Conference are only intended for general discussion and do not represent the District's final position. All oral questions must be

DCGO-2011-B-0008
School Bus Maintenance

submitted in writing following the close of the pre-bid Conference but no later than five working days after the pre-bid Conference in order to generate an official answer. Official answers will be provided in writing to all prospective bidders who are listed on the official bidder's list as having received a copy of the solicitation. Answers will be posted on the OCP website at www.ocp.dc.gov

SECTION M: EVALUATION FACTORS

M.1. Preferences for Certified Business Enterprises

Under the provisions of the “Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005”, as amended, D.C. Official Code § 2-218.01 *et seq.* (the Act), the District shall apply preferences in evaluating bids from businesses that are small, local, disadvantaged, resident-owned, longtime resident, veteran-owned, local manufacturing, or local with a principal office located in an enterprise zone of the District of Columbia.

M.1.1. Application of Preferences

For evaluation purposes, the allowable preferences under the Act shall be applicable to prime contractors as follows:

- M.1.1.1** Any prime contractor that is a small business enterprise (SBE) certified by the Department of Small and Local Business Development (DSLBD) will receive a three percent (3%) reduction in the bid price for a bid submitted by the SBE in response to this Invitation for Bids (IFB).
- M.1.1.2** Any prime contractor that is a resident-owned business (ROB) certified by DSLBD will receive a five percent (5%) reduction in the bid price for a bid submitted by the ROB in response to this IFB.
- M.1.1.3** Any prime contractor that is a longtime resident business (LRB) certified by DSLBD will receive a five percent (5%) reduction in the bid price for a bid submitted by the LRB in response to this IFB.
- M.1.1.4** Any prime contractor that is a local business enterprise (LBE) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the LBE in response to this IFB.
- M.1.1.5** Any prime contractor that is a local business enterprise with its principal offices located in an enterprise zone (DZE) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the DZE in response to this IFB.
- M.1.1.6** Any prime contractor that is a disadvantaged business enterprise (DBE) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the DBE in response to this IFB.
- M.1.1.7** Any prime contractor that is a veteran-owned business (VOB) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the VOB in response to this IFB.

M.1.1.8 Any prime contractor that is a local manufacturing business enterprise (LMBE) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the LMBE in response to this IFB.

M.1.2 Maximum Preference Awarded

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act is twelve per cent (12%) for bids submitted in response to this IFB. There will be no preference awarded for subcontracting by the prime contractor with certified business enterprises.

M.1.3 Preferences for Certified Joint Ventures

When DSLBD certifies a joint venture, the certified joint venture will receive preferences as a prime contractor for categories in which the joint venture and the certified joint venture partner are certified, subject to the maximum preference limitation set forth in the preceding paragraph.

M.1.4 Verification of Bidder's Certification as a Certified Business Enterprise

M.1.4.1 Any vendor seeking to receive preferences on this solicitation must be certified at the time of submission of its bid. The CO will verify the bidder's certification with DSLBD, and the bidder should not submit with its bid any documentation regarding its certification as a certified business enterprise.

M.1.4.2 Any vendor seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: CBE Certification Program
441 Fourth Street, NW, Suite 970N
Washington DC 20001

M.1.4.3 All vendors are encouraged to contact DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

M.2 EVALUATION OF OPTION YEARS

The District will evaluate bids for award purposes by evaluating the unit prices for all options as well as the base year. Evaluation of options shall not obligate the District to exercise them. The total District's requirements may change during the option years. Quantities to be awarded will be determined at the time each option is exercised.