

<b>SOLICITATION, OFFER, AND AWARD</b>		1. Caption 1 Ton Pickup Trucks, 4x4 (Snow Ready)		Page of Pages 1   36	
2. Contract Number	3. Solicitation Number DCKA-2007-B-0039	4. Type of Solicitation <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	5. Date Issued 2/21/2007	6. Type of Market <input checked="" type="checkbox"/> Open <input type="checkbox"/> Set Aside <input type="checkbox"/> Open with Sub-Contracting Set Aside	
7. Issued By: Office of Contracting and Procurement Transportation and Specialty Equipment Commodity Group 2000 14th Street, NW, <b>6th Floor</b> Washington, DC 20009			8. Address Offer to: Office of Contracting and Procurement Transportation and Specialty Equipment Commodity Group 2000 14th Street, NW, <b>3rd Floor, Bid Room</b> Washington, DC 20009		

NOTE: In sealed bid solicitations "offer" and offeror" means "bid" and "bidder"

**SOLICITATION**

9. Sealed offers in original and 2 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 2000 14th Street, NW, 3rd Floor, Bid Room, Washington DC until 2:00 PM local time 26-Mar-07  
(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 Yorjai Chandy		B. Telephone (Area Code) 202 (Number) 671-2293 (Ext)		C. E-mail Address <a href="mailto:yorjai.chandy@dc.gov">yorjai.chandy@dc.gov</a>
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**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	19
X	B	Supplies or Services and Price/Cost	2	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS			
X	C	Specifications/Work Statement	4	X	J	List of Attachments	23
x	D	Packaging and Marking	8	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	Inspection and Acceptance	8	X	K	Representations, certifications and other statements of offerors	24
X	F	Deliveries or Performance	9				
X	G	Contract Administration Data	10	X	L	Instructions, conditions & notices to offerors	27
X	H	Special Contract Requirements	15	X	M	Evaluation factors for award	34

**OFFER**

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 120 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	<input type="checkbox"/> 10 Calendar days %	<input type="checkbox"/> 20 Calendar days %	<input type="checkbox"/> 30 Calendar days %	<input type="checkbox"/> _____ Calendar days %
14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION):	Amendment Number	Date	Amendment Number	Date

15A. Name and Address of Offeror	16. Name and Title of Person Authorized to Sign Offer/Contract		
15B. Telephone (Area Code) (Number) (Ext)	15 C. Check if remittance address is different from above - Refer to Section G <input type="checkbox"/>	17. Signature	18. Offer Date

**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



Government of the District of Columbia



Office of Contracting & Procurement

**SECTION B - SUPPLIES OR SERVICE AND PRICE/COST**

**SCHEDULE**

**B.1** The Government of the District of Columbia, Office of Contracting and Procurement, Transportation and Specialty Equipment Commodity Group on behalf of the Department of Transportation (the District), is seeking a contractor to provide ten (10), 1 ton 4x4 pickup trucks as specified.

**B.2** The District contemplates award of a fixed price contract with economic price adjustment.

**B.3 REQUIREMENTS**

The District will purchase its requirements of the articles or services included herein from the Contractor. The estimated quantities stated herein reflect the best estimates available. The estimate shall not be construed as a representation that the estimated quantity will be required or ordered, or that conditions affecting requirements will be stable. They shall not be construed to limit the quantities which may be ordered from the Contractor by the District or to relieve the Contractor of its obligation to fill all such orders.

- a) Delivery or performance shall be made only as authorized in accordance with the Ordering Clause G.10. The District may issue orders requiring delivery to multiple destinations or performance at multiple locations. If the District urgently requires delivery before the earliest date that delivery may be specified under this contract, and if the Contractor shall not accept an order providing for the accelerated delivery, the District may acquire the urgently required goods or services from another source.
- b) There is no limit on the number of orders that may be issued. The District may issue orders requiring delivery to multiple destinations or performance at multiple locations.
- c) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and District's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period.

**B.4 PRICE SCHEDULE**

<b>Contract Line Item Numbers (CLINs)</b>	<b><u>Supplies or Services</u></b>	<b><u>Qty.</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
0001	1 ton pickup truck, 4x4, Ford F-350 XL, <b><u>or equal</u></b> <b>Indicate make and model offered:</b> <hr/>	10	\$ _____	\$ _____

**GRAND TOTAL (CLIN 0001): \$ \_\_\_\_\_**

**B.5 FUTURE ESTIMATES**

It is estimated that the District will purchase:

- 13** units in the 1<sup>st</sup> Option Year
- 08** units in the 2<sup>nd</sup> Option Year
- 10** units in the 3<sup>rd</sup> Option Year
- 20** units in the 4<sup>th</sup> Option Year

**SECTION C**

**DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK**

**C.1 SCOPE:**

The Government of the District of Columbia, Office of Contracting and Procurement, Transportation and Specialty Equipment Commodity Group is seeking a contractor to provide ten (10), 1 ton 4x4 pickup trucks in accordance with the specifications.

The vehicles, components, assemblies and accessories to be delivered under this contract shall meet and/or exceed the requirements of these specifications. All chassis items shall be as represented in the chassis manufacturer’s technical data book. Special bodies or mounted equipment shall be as represented in the body and equipment manufacturer’s technical data. The chassis model furnished shall not be older than the chassis manufacturer’s current model on the date of issuance of this solicitation. The vehicles shall comply with all applicable Federal Motor Vehicles Safety Standards (FMVSS) and Americans with Disabilities Act (ADA) requirements. FMVSS and ADA websites are: <http://www.nhtsa.dot.gov/cars/rules/import/FMVSS/index.html> and <http://www.usdoj.gov/crt/ada/adahom1.htm> respectively.

The contractor shall respond to each statement, where applicable, with a “YES” or “NO” answer as to whether the product will be supplied exactly as specified. If “NO” is answered, the bidder shall explain precisely the equivalent intended to be supplied, reference the item number and attach the explanation to the bid. The specifications are the minimum necessary to perform the work required.

<b>C.1.1 CONTRACT LINE ITEM (CLIN) 0001</b>	<b>YES</b>	<b>NO</b>
C.1.1.1 1-ton pickup truck, 4x4, Ford F-350 XL, <b><u>or equal</u></b>	_____	_____
<b>State Make and Model offered</b> _____		

<b>C.1.2 WARRANTY</b>	<b>REQUIRED</b>
C.1.2.1 Bidder shall state manufacturer’s normal warranty ( _____ )	

<b>C.1.3 SAFETY EQUIPMENT</b>	
C.1.3.1 First Aid Kit shall be Johnson & Johnson Model 8161 <b><u>or equal</u></b>	<b>REQUIRED</b>
<b>State Model offered</b> _____	

C.1.3.2	Five (5) pound ABC Dry Chemical Fire Extinguisher Type-Mounted in Cab	<b>REQUIRED</b>
C.1.3.3	Triangle Kit	<b>REQUIRED</b>
C.1.3.4	Back-up Alarm: Horn or Buzzer type	<b>REQUIRED</b>
C.1.3.5	Dual note horn	<b>REQUIRED</b>
<b>C.1.4 VEHICLE</b>		
C.1.4.1	Conventional, 3 person cab <b>State model offered</b> _____	<b>REQUIRED</b>
C.1.4.2	Color: <b>Bright White</b>	<b>REQUIRED</b>
C.1.4.3	Bed length: Truck bed length should measure <b>exactly 8 feet-</b> <b>NO EXCEPTIONS</b>	<b>REQUIRED</b>
<b>C.1.5 CHASSIS</b>		
C.1.5.1	Rear bumper: Step type	<b>REQUIRED</b>
<b>C.1.6 SUSPENSION</b>		
C.1.6.1	Front shocks: Manufacturer's heavy duty	<b>REQUIRED</b>
<b>C.1.7 WHEELS</b>		
C.1.7.1	Spare: One (1) 8 Hole Disc: 16" X 7"	<b>REQUIRED</b>
<b>C.1.8 TIRES</b>		
C.1.8.1	Spare: One (1) LT235 All Season	<b>REQUIRED</b>
<b>C.1.9 STEERING</b>		
C.1.9.1	Power steering	<b>REQUIRED</b>
C.1.9.2	Speed Control/Tilt Steering	<b>REQUIRED</b>

**YES**                      **NO**

**C.1.10 BRAKES**

C.1.10.1 Type: power assisted dual hydraulic, **ABS**                      **REQUIRED**

**C.1.11 EPA FUEL ECONOMY RATINGS**

C.1.11.1 CITY: 10 MPG; HIGHWAY: 15 MPG with 4-speed automatic transmission  
**(IF NOT-STATE: CITY \_\_\_\_\_ MPG HIGHWAY \_\_\_\_\_ MPG)**                      \_\_\_\_\_                      \_\_\_\_\_

**C.1.12 ENGINE**

C.1.12.1 Type: water cooled, diesel  
**(STATE TYPE OFFERED \_\_\_\_\_)**                      **REQUIRED**

C.1.12.2 Configuration: V-8  
**(STATE CONFIGURATION OFFERED \_\_\_\_\_)**                      **REQUIRED**

**C.1.13 TRANSMISSION**

C.1.13.1 Type: 4-speed electronic with over-drive  
**(STATE MODEL OFFERED \_\_\_\_\_)**                      **REQUIRED**

C.1.13.2 Transmission cooler                      **REQUIRED**

C.1.13.3 Automatic                      **REQUIRED**

**C.1.14 REAR END**

C.1.14.1 Limited Slip                      **REQUIRED**

**C.1.15 ELECTRICAL**

C.1.15.1 Twelve (12) Volt negative ground                      **REQUIRED**

**C.1.16 FUEL SYSTEM**

C.1.16.1 Fuel Tank: **MINIMUM: 35 U.S. GALLONS**  
**(STATE CAPACITY OFFERED \_\_\_\_\_)**                      **REQUIRED**

**C.1.17 EXTERIOR**

- C.1.17.1 Color: **Bright White** **REQUIRED**
- C.1.17.2 Mirrors: Dual low swing mount **REQUIRED**
- C.1.17.3 Conspicuity striping: Tape shall be full length of body & full width of tailgate (no breaks)  
*3-M Diamond Grade Series 981 or equal*  
(**STATE TYPE OFFERED** \_\_\_\_\_)

**C.1.18 INTERIOR**

- C.1.18.1 Power Windows and Door Locks **REQUIRED**
- C.1.18.2 Wipers: Intermittent **REQUIRED**

**C.1.19 SEATING**

- C.1.19.1 Three (3) person bench type seat **REQUIRED**
- C.1.19.2 Vinyl seat covering **REQUIRED**

**C.1.20 FLOOR COVERING**

- C.1.20.1 Rubber throughout cab **REQUIRED**
- C.1.20.2 Mats: Rubber **REQUIRED**

**C.1.21 INSULATION**

- C.1.21.1 Sound insulation throughout cab **REQUIRED**

**C.1.22 HEAT/DEFROST**

- C.1.22.1 Multi fan speed **REQUIRED**

**C.1.23 AIR CONDITIONING**

- C.1.23.1 Manual, CFC-free **REQUIRED**

**C.1.24 RADIO**

- C.1.24.1 AM/FM Radio Stereo Cassette **REQUIRED**

**C.1.25 MOUNTED EQUIPMENT**

- C.1.25.1 Bed-liner including tail-gate **REQUIRED**
- C.1.25.2 Tool Box: Lockable & Removable **REQUIRED**
- C.1.25.3 Trailer Towing Package with Class III hitch **REQUIRED**
- C.1.25.4 Ladder Racks **REQUIRED**
- C.1.25.5 V-box Spreader: Stainless Steel **REQUIRED**
- C.1.25.6 Wet System: Saddlebag type **REQUIRED**
- C.1.25.7 Snow Plow w/frame **REQUIRED**

**C.1.26 CORROSION TREATMENT**

**REQUIRED**

C.1.26.1 (State Treatment \_\_\_\_\_  
\_\_\_\_\_)

**SECTION D: PACKAGING AND MARKING**

The packaging and marking requirements for the resultant contract shall be governed by clause number (2), Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated November 2004.

**SECTION E: INSPECTION AND ACCEPTANCE**

- E.1** The inspection and acceptance requirements for the resultant contract shall be governed by clause number five (5) Inspection of Supplies of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts dated November 4, 2004.
- E.2** The contractor shall permit at the District's expense a maximum of two (2) inspections at the manufacturer's location by District representatives. Any re-inspection(s) made necessary due to deficiencies in the manufacturer's production process shall be made at the contractor's expense.
- E.3** Representatives of the Government of the District of Columbia shall perform inspection and acceptance of the vehicle to be furnished under this contract at the destination to ensure that the vehicle conforms to the terms of the contract. Any item found not in compliance with the specifications shall be rejected.

**SECTION F - DELIVERIES OR PERFORMANCE****F.1 TERM OF CONTRACT**

The term of the contract shall be for a period of 260 days from date of award as indicated on page one (1) of the contract.

**F.2 DELIVERABLES**

<b>CLIN</b>	<b>DELIVERABLE</b>	<b>QUANTITY</b>	<b>FORMAT/ METHOD OF DELIVERY</b>	<b>DUE DATE</b>
0001	1-ton pickup truck, 4x4, Ford F-350 XL, <b><u>or equal</u></b>	10	F.O.B destination	200 days after award
<b>ITEM(s)</b>				
	Manufacturer's statement of origin	1	F.O.B destination	200 days after award
	Operator's manual	1 copy	F.O.B destination	200 days after award
	Shop manual	1 copy	F.O.B destination	200 days after award
	Electrical and vacuum technical manual <b>or</b> CD ROMs	1 copy	F.O.B destination	200 days after award
	Parts manual w/illustrated parts breakdown <b>or</b> CD ROMs	1 copy	F.O.B destination	200 days after award
	Keys	4-sets of keys	F.O.B destination	200 days after award
	Report with Invoice (regarding compliance with <b>Section H.3.4</b> )	1	Report	With request for payment

**F.3 QUANTITY INCREASE/DECREASE:**

The District reserves the right to increase or decrease the unit quantity specified under Section B by up to hundred percent (100%) within 60 days of award at the unit price bid.

**F.4 UNIT PRICE AND F.O.B DELIVERY POINTS:**

Unit prices offered herein shall include delivery, all charges prepaid and exclusive of all taxes (see paragraph 11, Standard Contract Provision), to the following delivery point:

**Department of Public Works**

Fleet Services Division  
1725 15<sup>th</sup> Street, N.E., Suite 200  
Washington, D.C. 20002

Receiving hours: 7:00 am – 3:00 PM  
Monday through Friday, Except Holidays

**Contractor shall telephone 48 hours in advance of delivery date**

Contact: **Lloyd Carter**  
Telephone No.: **(202) 576-7858**

- F.5** The Contractor shall submit to the District, as a deliverable, the report described in section H.3.5 of this contract that 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, final payment to the Contractor may not be made.

**SECTION G - CONTRACT ADMINISTRATION DATA**

**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 30<sup>th</sup> day after receiving a proper invoice from the Contractor.

**G.2 INVOICE SUBMITTAL**

- G.2.1 The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section G.4. Invoices shall be prepared in **duplicate** and submitted to the agency **Chief Financial Officer (CFO)** with concurrent copies to the **Contracting Officer's Technical Representative (COTR)** specified in Section G.9 below. The address of the CFO is:

**Department of Transportation**  
Office of the Chief Financial Officer  
Customer Care Division

2000 14<sup>th</sup> Street, NW 6th Floor  
Washington, D.C. 20009  
**(202) 671-2300**

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 (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);

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.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.3.5.

G.3.2 No final payment shall be made to the Contractor until the 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 LUMP SUM PAYMENT**

The District will pay the full amount due the Contractor under this contract after:

(a) Completion and acceptance of all work; **and**

- (b) Presentation of a properly executed invoice.

## **G.5 ASSIGNMENT OF CONTRACT PAYMENTS**

- G.5.1 In accordance with 27 DCMR 3250, the Contractor may assign funds due or to become due as a result of the performance of this contract to a bank, trust company, or other financing institution.
- 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 3<sup>rd</sup> day after the required payment date for meat or a meat product;
  - b) the 5<sup>th</sup> day after the required payment date for an agricultural commodity; **or**
  - c) the 15<sup>th</sup> 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 7 days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under a 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 lower-tier 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 3<sup>rd</sup> day after the required payment date for meat or a meat product;
  - b) the 5<sup>th</sup> day after the required payment date for an agricultural commodity; **or**
  - c) the 15<sup>th</sup> 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.7 **CONTRACTING OFFICER (CO)**

Contracts may be entered into and signed on behalf of the District only by contracting officers. The name, address and telephone number of the Contracting Officer is:

**James Roberts**  
Office of Contracting and Procurement  
2000 14<sup>th</sup> Street, NW, 6<sup>th</sup> floor  
Washington, DC 20009  
**(202) 671-2200**

**G.8 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER**

- G.8.1 The Contracting Officer 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 Contracting Officer.
- G.8.3 In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, 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 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)**

- G.9.1 The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract is:

**Lloyd Carter**  
Department of Public Works  
Fleet Management Administration  
1725 15<sup>th</sup> Street, NE  
Washington, DC 20002  
**Telephone: (202) 576-7858**

- G.9.2 The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract.
- G.9.3 The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer; 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.10 ORDERING CLAUSE**

- a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the Contracting Officer. Such orders may be issued during the term of this contract.

- b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of a conflict between a delivery order or task order and this contract, the contract shall control.
- c) If mailed, a delivery order or task order is considered "issued" when the District deposits the order in the mail. Orders may be issued by facsimile or by electronic commerce methods.

## **SECTION H: SPECIAL CONTRACT REQUIREMENTS**

### **H.1 PUBLICITY**

The Contractor shall at all times obtain the prior written approval from the Contracting Officer before it, 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.2 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 COTR designated in subsection G.9 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 COTR will forward a copy to the Contractor. In either event, the Contractor is required by law to provide all responsive records to the COTR within the timeframe designated by the COTR. 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.3 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT**

- H.3.1 The Contractor shall comply with the **First Source Employment Agreement Act of 1984, as amended, D.C. Official Code, sec. 2-219.01 et seq.** ("First Source Act").
- H.3.2 The Contractor shall enter into and maintain, during the term of the contract, a First Source

Employment Agreement 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 Department of Employment Services (“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.3.3 The Contractor shall submit to DOES, no later than the 10<sup>th</sup> each month following execution of the contract, a First Source Agreement Contract Compliance Report (“contract compliance report”) verifying 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.3.4 If the contract amount is equal to or greater than \$100,000, the Contractor agrees that 51% of the new employees hired for the contract shall be District residents.

H.3.5 With the submission of the Contractor’s final request for payment from the District, the Contractor shall:

- (1) Document in a report to the Contracting Officer its compliance with the section H.3.4 of this clause; **or**
- (2) Submit a request to the Contracting Officer for a waiver of compliance with section H.3.4 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.3.6.

H.3.6 The Contracting Officer may waive the provisions of section H.3.4 if the Contracting Officer 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.3.7 Upon receipt of the contractor's final payment request and related documentation pursuant to sections H.3.5 and H.3.6, the Contracting Officer shall determine whether the Contractor is in compliance with section H.3.4 or whether a waiver of compliance pursuant to section H.3.6 is justified. If the Contracting Officer determines that the Contractor is in compliance, or that a waiver of compliance is justified, the Contracting Officer shall, within two business days of making the determination forward a copy of the determination to the Agency Chief Financial Officer and the COTR.

H.3.8 Willful breach of the First Source Employment Agreement, or failure to submit the report pursuant to section H.3.5, or deliberate submission of falsified data, may be enforced by the Contracting Officer 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 the contract any decision of the Contracting Officer pursuant to this section H.3.8.

H.3.9 The provisions of sections H.3.4 through H.3.8 do not apply to nonprofit organizations.

#### **H.4 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES**

H.4.1 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.4.1.1 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.4.1.2 The Contractor shall negotiate an Employment Agreement with the DOES for jobs created as a result of this contract. The DOES shall be the Contractor's first source of referral for qualified applicants, trainees, and other workers in the implementation of employment goals contained in this clause.

## **H.5 PROTECTION OF PROPERTY:**

The Contractor shall be responsible for any damage to the building, interior, or their approaches in delivering equipment covered by this contract.

## **H.6 AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)**

During the performance of the 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. 12101 et seq.

## **H.7 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 program and activities. See 29 U.S.C. 794 (1983) et seq.

## **H.8 GOVERNMENT RESPONSIBILITIES**

H.8.1 The District shall inspect all equipment before acceptance and payment.

H.8.2 The District shall be responsible for notifying the contractor when warranty work is required.

## **H.9 CONTRACTOR RESPONSIBILITIES**

H.9.1 The contractor shall deliver all deliverables in accordance with the specifications enumerated herein and the terms and conditions of the resultant contract.

## **H.10 WARRANTY**

### **H.10.1 CHASSIS**

H.10.1.1 The basic warranty shall be 100% parts and labor for 24 months or 100,000 miles.

H.10.1.2 The basic warranty shall cover the following:

H.10.1.2.1 Complete engine including the alternator, starter, Injection pump, fuel pump, turbo-charger and electronic components.

H.10.1.2.2 Clutch fan

H.10.1.2.3 Transmission

H.10.1.2.4 Axles (rear carriers, housing, front I-beam)

H.10.1.2.5 Cab corrosion: five years from delivery or 300,000 miles, whichever comes first.

## H.11 WARRANTY WORK

H.11.1 Warranty work shall be performed at no additional cost to the District at the contractor's facility within 50 miles radius of the District of Columbia. The contractor shall be certified by the manufacturer as an authorized repair facility. If the contractor does not have a facility within 50 miles, the contractor shall authorize another company, certified by the manufacturer, to perform warranty work within the 50 miles as its representative to cover all warranty work, except engine and transmission. Engine and transmission related warranty work shall be performed by a local dealer. If for any reason the equipment must be transported out of the radius for repair, it shall be the responsibility of the contractor to provide and bear all expenses associated with transportation prior to and after completion of repairs.

(State name and location of service facility)\_\_\_\_\_

\_\_\_\_\_

H.11.2 All repairs and/or replacements covered under the warranty shall be made at no cost whatsoever and to the complete satisfaction of the District. This shall include transportation to and from the repair facility.

## 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 November 2004 ("SCP"), are incorporated as part of the contract resulting from this solicitation. To obtain a copy of the SCP go to [www.ocp.dc.gov](http://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**

All information obtained by the Contractor relating to any employee or customer of the District will be kept in absolute confidence and shall not be used by the Contractor in connection with any other matters, nor shall any such information be disclosed 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 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.6 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 Contracting Officer. 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.7 INSURANCE**

Contractor shall procure and maintain, during the entire period of performance under this contract, the type of insurance specified below. The contractor shall submit a certificate of insurance giving evidence of the required coverage prior commencing work. All insurance shall be written with responsible companies licensed by the District of Columbia's Department of Insurance, Securities and Banking. The contractor shall require all subcontractors to carry the insurance required herein, or contractor may, at its option, provide the coverage for any or all subcontractors, and if so, the evidence of insurance submitted shall so stipulate. All insurance provided by the contractor as required by this section, except comprehensive automobile liability insurance, shall set forth the District as an additional named insured. In no event shall work be

performed until the required certificates of insurance have been furnished. The insurance shall provide 30 days' prior written notice to be given to the District in the event coverage is substantially changed, canceled or non-renewed. If the insurance provided is not in compliance with all the requirements herein, the District maintain the right to stop work until proper evidence is provided.

- (a) Commercial General Liability Insurance, \$1,000,000 limits per occurrence, District added as an additional insured.
- (b) Automobile Liability Insurance, \$1,000,000 per occurrence combined single limit.
- (c) Worker's Compensation Insurance accordance to the statutes of the District of Columbia, including Employer's Liability, \$100,000 per accident for injury, \$100,000 per employee for disease, \$500,000 policy limit disease.
- (d) Umbrella/Excess Liability Insurance, \$5,000,000 limits per occurrence.
- (e) If District or non-District autos are being towed, serviced or repaired by vendor, Garage Liability Insurance, \$1,000,000 combined single limits.
- (f) If the District property is being transported, Motor Cargo Insurance with limits sufficient to cover the replacement cost.

## **I.8 EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Section J.1.3. An award cannot be made to any offeror who has not satisfied the equal employment requirements.

## **I.9 ORDER OF PRECEDENCE**

Any inconsistency in this solicitation shall be resolved by giving precedence in the following order: the Supplies or Services and Price/Cost Section (Section B), Specifications/Work Statement (Section C), the Special Contract Requirements (Section H), the Contract Clauses (Section I), and the SCP.

## **I.10 ECONOMIC PRICE ADJUSTMENT**

- I.10.1 The Contractor warrants that the unit prices for vehicles identified as CLINS in Schedule B.4 are not in excess of the Contractor's applicable established prices in effect on the date of award for like quantities of the same items. The term "unit price" excludes any part of the price directly resulting from requirements for preservation, reparation, packaging, or packing beyond standard commercial practice. The term "established price" means a price that—

- (a) Is an established catalog or market price for a commercial item sold in substantial quantities to the general public; **and**
- (b) Is the net price after applying any standard trade discounts offered by the Contractor.

I.10.2 The Contractor shall promptly notify the Contracting Officer of the amount and effective date of each decrease in any applicable established price. Each corresponding contract unit price shall be decreased by the same percentage that the established price is decreased. The decrease shall apply to those items delivered on and after the effective date of the decrease in the Contractor's established price, and this contract shall be modified accordingly.

I.10.3 If any of the Contractor's applicable established prices are increased after the first twelve months of the contract, the corresponding contract unit price(s) shall be increased, upon the Contractor's written request to the Contracting Officer, by the same percentage that each established price is increased, and the contract shall be modified accordingly, subject to the following limitations:

- (a) The aggregate of the increases in any contract unit price under this clause shall not exceed ten percent (10 %) of the original contract unit price.
- (b) Any increased contract unit price shall be effective—
  - (i) On the effective date of the increase in the applicable established price if the Contracting Officer receives the Contractor's written request within 10 days thereafter; **or**
  - (ii) If the written request is received later, on the date the Contracting Officer receives the request.
- (c) The increased contract unit price shall not apply to quantities scheduled for delivery before the effective date of the increased contract unit price, unless failure to deliver before that date results from causes beyond the control and without the fault or negligence of the Contractor, within the meaning of the Default clause.
- (d) No modification increasing a contract unit price shall be executed under this paragraph I.10.3 until the Contracting Officer verifies the increase in the applicable established price.
- (e) Within 30 days after receipt of the Contractor's written request, the Contracting Officer may cancel, without liability to either party, any undelivered portion of the contract items affected by the requested increase.

I.10.4 During the time allowed for the cancellation provided for in paragraph I.10.3 (e) of this

DCKA-2007-B-0039

clause, and thereafter if there is no cancellation, the Contractor shall continue deliveries according to the contract delivery schedule, and the District shall pay for such deliveries at the contract unit price, increased to the extent provided by paragraph I.10.3 of this clause.

I.10.5 The following formula is to be used for adjustments:

X minus Y equals Z

Z plus Y equals R

**Where :**

X = Contractor' s new price

Y = Contractor' s initial price

Z = Increase/Decrease in price

R = Adjusted Unit Price

## **SECTION J: LIST OF ATTACHMENTS**

### **J.1 INCORPORATED ATTACHMENTS**

(The following forms, located at [www.ocp.dc.gov](http://www.ocp.dc.gov) shall be completed and incorporated with the bid.)

J.1.1 Tax Certification Affidavit – OTR and DOES

J.1.2 First Source Employment Agreement

J.1.3 E.E.O. Information and Mayor Orders 85-85

**SECTION K: REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF BIDDERS**

**K.1 TYPE OF BUSINESS ORGANIZATION**

**K.1.1** The bidder, by checking the applicable box, 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 10, 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, “District Employees Not To Benefit” will benefit from this contract.

\_\_\_\_\_ The following person(s) listed in Clause 13 may benefit from this contract. For each person listed, attach the affidavit required by Clause 13 of the SCP.

\_\_\_\_\_  
\_\_\_\_\_

**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 offer 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 offer a signed statement setting forth in detail the circumstances of the disclosure.

## **K.6 TAX CERTIFICATION**

Each bidder must submit with its offer, a sworn Tax Certification Affidavit, incorporated herein as Section J.1.1.

## **K.7 WALSH-HEALEY ACT**

If this contract is for the manufacture of furnishing of materials, supplies articles or equipment in an amount that exceeds or may exceed \$10,000, and is subject to the Walsh-Healey Public Contract Act, as amended (41 U.S.C. 35-45) (the Act, as used in this section), the following terms and conditions apply:

- (a) All representations and stipulations required by the Act and regulations issued by the Secretary of Labor (41 CFR 50-201.3) are incorporated by reference. These representations and stipulations are subject to all applicable rulings and interpretations of the Secretary of Labor that are now, or may hereafter, be in effect.
- (b) All employees whose works relate to this contract shall be paid not less than the minimum wage prescribed by regulations issued by the Secretary of Labor (41 CFR 50-202.2(41 U.S.C. 40). Learners, student learners, apprentices, and handicapped workers may be employed at less than the prescribed minimum wage (See 41 CFR 50-203.3) to the same extent that such employment is permitted under Section 14 of the Fair Labor Standards Act (29 U.S.C. 214).

**SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS**

**L.1 METHOD OF AWARD**

- L.1.1 The District contemplates award of a fixed price contract with economic price adjustment.
- L.1.2 The contractor shall submit to the Contracting Officer a copy of the documentation (such as commercial catalogs/price lists) used to arrive at the established bid price, upon request. The documentation will be the basis of award and all subsequent price adjustments.
- L.1.3 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.1.4 The District intends, but is not obligated, to award a single contract resulting from this solicitation to the responsive and responsible bidder who has the lowest evaluated bid price.

**L.2 PREPARATION AND SUBMISSION OF BIDS**

- L.2.1 Bidders shall submit a signed original and two (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 in a sealed envelope conspicuously marked: "**Bid in Response to Solicitation No. DCKA-2007-B-0039**"
- 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 Invitation for Bids.
- 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.3 BID SUBMISSION DATE AND TIME**

Bids must be submitted no later than **2:00 p.m.** local time on the date indicated on page 1.

**L.4 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.5 LATE SUBMISSIONS, LATE MODIFICATIONS, AND LATE WITHDRAWALS**

L.5.1 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) calendar 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 Contracting Officer that the late receipt at the location specified in the solicitation was caused by mishandling by the District after receipt.

### **L.5.2 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.5.3 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.5.4 Late Modifications**

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

### **L.5.5 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.6 HAND DELIVERY OR MAILING OF BIDS**

**DELIVER OR MAIL TO:**

Office of Contracting and Procurement  
Transportation and Specialty Equipment  
Commodity Group  
Bid Room (Reeves Center)  
2000 14<sup>th</sup> Street, NW, 3<sup>rd</sup> Floor  
Washington, DC 20009

**L.7 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.8 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 Contracting Officer. The prospective bidder shall submit questions no later than 14 calendar days prior to the closing date and time indicated for this solicitation. The District may not consider any questions received less than 14 calendar days before the date set for submission of bids. The District will furnish responses promptly to all other 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 other prospective bidders. Oral explanations or instructions given before the award of the contract will not be binding.

**L.9 FAILURE TO SUBMIT BIDS**

Recipients of this solicitation not responding with a bid should not return this solicitation. Instead, they should advise the Purchasing Agent **Yorjai Chandy**, Office of Contracting and Procurement, 2000 14<sup>th</sup> Street, N.W., 6<sup>th</sup> Floor, Washington, DC 20009, telephone **(202) 671-2293**, by letter or postcard whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the Purchasing Agent, 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 Purchasing Agent that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

**L.10 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 10 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 for the solicitation.

## **L.11 SIGNING OF BIDS**

L.11.1 The Contractor 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.11.2 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.12 ACCEPTANCE PERIOD**

The bidder agrees that its bid remains valid for a period of 120 days from the solicitation's closing date.

## **L.13 LEGAL STATUS OF BIDDER**

Each bid must provide the following information:

L.13.1 Name, Address, Telephone Number, Federal tax identification number and DUNS Number of Bidder;

L.13.2 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 (2001), 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 District of Columbia license, registration or certification, if required by law to obtain such license, registration or 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.13.3 If the Bidder is a partnership or joint venture, names of general partners or joint ventures, and copies of any joint venture or teaming agreements.

L.13.4 The District reserves the right to request additional information regarding the Bidder's Purchasing Agent organizational status.

#### **L.14 STANDARDS OF RESPONSIBILITY**

The prospective contractor must demonstrate to the satisfaction of the District the 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.14.1 Evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.

L.14.2 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.14.3 Evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.

L.14.4 Evidence of compliance with the applicable District licensing and tax laws and regulations.

L.14.5 Evidence of a satisfactory performance record, record of integrity and business ethics.

L.14.6 Evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them. The contractor or its alternate repair facility must be certified by the manufacturer as an authorized repair facility (See H.12).

L.14.7 Evidence of other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations

L.14.8 If the prospective contractor fails to supply the information requested, the Contracting Officer 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 Contracting Officer shall determine the prospective contractor to be nonresponsible.

#### **L.15 ACKNOWLEDGMENT OF AMENDMENTS**

The bidder shall acknowledge receipt of any amendment to this solicitation by following either of these methods:

- (a) signing and returning the amendment;
- (b) by identifying the amendment number and date in the space provided for this purpose on page 1, No. 14; **or**
- (c) by letter or telegram, including mailgrams.

The District must receive the acknowledgment by the date and time specified for receipt of bids. Bidders' failure to acknowledge an amendment may result in rejection of the bid.

#### **L.16 BRAND NAME OR EQUAL:**

As used in this section, the term “brand name” includes identification of products by make and model.

- A. If items called for by this Invitation for Bids have been identified in the specifications by a “brand name or equal” description, such identification is intended to be descriptive, but not restrictive, and is to indicate the quality and characteristics of products that will be satisfactory. Bid offering “equal” products will be considered for award if such products are clearly identified in the bids and are determined by the District to be equal in all material respects to the brand name products referenced in the Invitation for Bids, in accordance with the salient characteristics in section C.
- B. Unless the bidder clearly indicates in his bid that he is offering an “equal” product, his bid shall be considered as offering a brand name product referenced in the Invitation for Bids.
- C. If the bidder proposes to furnish an “equal” product, the brand name of the product to be furnished shall be inserted in the space provided in the Invitation for Bids, or such products shall be otherwise clearly identified in the bid. The evaluation of the bids and the determination as to equality of the product offered shall be the responsibility of the District and will be based on information furnished by the bidder or identified in his bid as well as other information reasonably available to the District. **CAUTION TO BIDDERS:** The District is not responsible for locating or securing any information, which is not identified in the bid and reasonably available to the District. Accordingly, to insure that sufficient information is available, the bidder must furnish as a part of his bid all descriptive material such as (cuts, illustrations, drawings, or other information) necessary for the District to:
  - (i) determine the product offered meet the requirements of the Invitation for Bids, **and**

- (ii) establish exactly what the bidder proposes to furnish and what the District would be binding itself to purchasing by making an award. the information furnished may include specific reference to information previously furnished or to information otherwise available to the District.
- D. If the bidder proposes to modify a product so as to make it conform to the requirements of the Invitation for Bids, he shall:
  - (i) include in his bid a clear description of such proposed modifications, **and**
  - (ii) clearly mark any descriptive material to show the proposed modifications.
- E. Modification proposed after bid opening to make a product conform to a brand name product referenced in the Invitation for Bids will not be considered.

**L.17 REQUIREMENT FOR DESCRIPTIVE LITERATURE:**

- A. Descriptive literature must be furnished as a part of the bid and must be received prior to the date and time set for opening bids. The literature furnished must be identified to show the items in the bid to which it pertains. The descriptive literature is required to establish, for the purpose of bid evaluation and award, details of the products the bidder proposes to furnish as to design, material, quality, construction and performance characteristics.
- B. Failure of descriptive literature to show that the product offered conforms to the specifications and other requirements of this invitation for bids will require rejection of the bid. Failure to furnish the descriptive literature by the date and time set for receipt of bids will require rejection of the bid, except that if the materials are transmitted by mail and is received late, it may be considered under the provision for considering late bids, as set forth elsewhere in this invitation for bids. The Contracting Officer may waive the requirement for furnishing descriptive literature if either of the following occurs:
  - (1) The bidder states in the bid that the product being offered is the same as a product previously or currently being furnished to the District; **or**
  - (2) The Contracting Officer, on advice of technical personnel, determines that the product offered by the bidder complies with the specification requirements of the current invitation for bids.

**SECTION M - EVALUATION FACTORS**

**1. OPEN MARKET CLAUSES WITH NO SUBCONTRACTING SET-ASIDE (SUPPLIES AND SERVICES)**

**M.1 Preferences for Local Businesses, Disadvantaged Businesses, Resident-owned Businesses, Small Businesses, Longtime Resident Businesses, or Local Businesses with Principal Offices Located in an Enterprise Zone**

Under the provisions of the “Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005” (the Act), Title II, Subtitle N, of the “Fiscal Year 2006 Budget Support Act of 2005”, D.C. Law 16-33, effective October 20, 2005, the District shall apply preferences in evaluating bids or proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, or local with a principal office located in an enterprise zone of the District of Columbia.

**M.1.1 General Preferences**

For evaluation purposes, the allowable preferences under the Act for this procurement are as follows:

- M.1.1.1 Three percent reduction in the bid price or the addition of three points on a 100-point scale for a small business enterprise (SBE) certified by the Small and Local Business Opportunity Commission (SLBOC) or the Department of Small and Local Business Development (DSLBD), as applicable;
- M.1.1.2 Three percent reduction in the bid price or the addition of three points on a 100-point scale for a resident-owned business enterprise (ROB) certified by the SLBOC or the DSLBD, as applicable;
- M.1.1.3 Ten percent reduction in the bid price or the addition of ten points on a 100-point scale for a longtime resident business (LRB) certified by the SLBOC or the DSLBD, as applicable;
- M.1.1.4 Two percent reduction in the bid price or the addition of two points on a 100-point scale for a local business enterprise (LBE) certified by the SLBOC or the DSLBD, as applicable;
- M.1.1.5 Two percent reduction in the bid price or the addition of two points on a 100-point scale for a local business enterprise with its principal office located in an enterprise zone (DZE) and certified by the SLBOC or the DSLBD, as applicable; and

- M.1.1.6 Two percent reduction in the bid price or the addition of two points on a 100-point scale for a disadvantaged business enterprise (DBE) certified by the SLBOC or the DSLBD, as applicable.

**M.1.2 Application of Preferences**

The preferences shall be applicable to prime contractors as follows:

- M.1.2.1 Any prime contractor that is an SBE certified by the SLBOC or the DSLBD, as applicable, will receive a three percent (3%) reduction in the bid price for a bid submitted by the SBE in response to an Invitation for Bids (IFB) or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the SBE in response to a Request for Proposals (RFP).
- M.1.2.2 Any prime contractor that is an ROB certified by the SLBOC or the DSLBD, as applicable, will receive a three percent (3%) reduction in the bid price for a bid submitted by the ROB in response to an IFB or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the ROB in response to an RFP.
- M.1.2.3 Any prime contractor that is an LRB certified by the SLBOC or the DSLBD, as applicable, will receive a ten percent (10%) reduction in the bid price for a bid submitted by the LRB in response to an IFB or the addition of ten points on a 100-point scale added to the overall score for proposals submitted by the LRB in response to an RFP.
- M.1.2.4 Any prime contractor that is an LBE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the LBE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the LBE in response to an RFP.
- M.1.2.5 Any prime contractor that is a DZE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the DZE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DZE in response to an RFP.
- M.1.2.6 Any prime contractor that is a DBE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the DBE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DBE in response to an RFP.

M.1.3 **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 for this procurement is twelve percent (12%) for bids submitted in response to an IFB or the equivalent of twelve (12) points on a 100-point scale for proposals submitted in response to an RFP. There will be no preference awarded for subcontracting by the prime contractor with certified business enterprises.

M.1.4 **Preferences for Certified Joint Ventures**

When the SLBOC or the DSLBD, as applicable, 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.1.5 **Vendor Submission for Preferences**

M.1.5.1 Any vendor seeking to receive preferences on this solicitation must submit at the time of, and as part of its bid or proposal, the following documentation, as applicable to the preference being sought:

M.1.5.1.1 Evidence of the vendor's or joint venture's certification by the SLBOC as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of all relevant letters of certification from the SLBOC; or

M.1.5.1.2 Evidence of the vendor's or joint venture's provisional certification by the DSLBD as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of the provisional certification from the DSLBD.

M.1.5.2 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: LSDBE Certification Program  
441 Fourth Street, N.W., Suite 970N  
Washington, DC 20001**

M.1.5.3 All vendors are encouraged to contact the DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.