

<b>SOLICITATION, OFFER, AND AWARD</b>			1. Caption: BACKHOE LOADER			Page of Pages 1   43		
			2. Contract Number		3. Solicitation Number DCKA-2009-B-0107	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 7/8/2009
7. Issued By: Office of Contracting and Procurement Transportation and Specialty Equipment Commodity Group 2000 14th Street, NW, 3rd Floor Washington, DC 20009			8. Address Offer to: Office of Contracting and Procurement Transportation and Specialty Equipment Commodity Group 2000 14th Street, NW, 3rd Floor Washington, DC 20009				6. Type of Market <input checked="" type="checkbox"/> Open <input type="checkbox"/> Set Aside <input type="checkbox"/> Open with Sub-Contracting Set Aside	
NOTE: In sealed bid solicitations "offer" and offeror" means "bid" and "bidder"								
<b>SOLICITATION</b>								
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>2000 14th Street, NW, 3rd Floor, Bid Room, Washington DC</u> until <u>2:00PM</u> local time <u>7-Aug-09</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 Lucille Vest		B. Telephone (Area Code) 202 (Number) 671-2328 (Ext)		C. E-mail Address <a href="mailto:lucille2.vest@dc.gov">lucille2.vest@dc.gov</a>		
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	24	
X	B	Supplies or Services and Price/Cost	2	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS				
X	C	Specifications/Work Statement	3	X	J	List of Attachments	28	
x	D	Packaging and Marking	10	PART IV - REPRESENTATIONS AND INSTRUCTIONS				
X	E	Inspection and Acceptance	11					
X	F	Deliveries or Performance	12					
X	G	Contract Administration Data	14	X	K	Representations, certifications and other statements of offerors	29	
X	H	Special Contract Requirements	19	X	L	Instructions, conditions & notices to offerors	33	
				X	M	Evaluation factors for award	40	
<b>OFFER</b>								
12. In compliance with the above, the undersigned agrees, if this offer is accepted within <u>120</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		<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		
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)	<input type="checkbox"/>					
<b>AWARD (TO BE COMPLETED BY GOVERNMENT)</b>								
19. Accepted as to Items Numbered			20. Amount		21. Accounting and Appropriation			
22. Name of Contracting Officer (Type or Print) Gena Johnson			23. Signature of Contracting Officer (District of Columbia)			24. Award Date		



**SECTION B: SUPPLIES OR SERVICES AND PRICE**

**SCHEDULE**  
**INDIVIDUAL AWARD ITEMS**

**B.1** The Government of the District of Columbia, Office of Contracting and Procurement, Transportation and Specialty Equipment Commodity Group, on behalf of the District Department of Transportation (DDOT), (the District), is seeking a contractor to provide Backhoe Loader.

**B.2** The District contemplates award of a firm fixed price contract.

**B.3 PRICE SCHEDULE**

<b>Contract Line Item Number (CLIN)</b>	<b>Supplies or Services</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
0001	Backhoe Loader	1	\$ _____	\$ _____
<b>OPTIONAL</b>				
0002	Thumb	1	\$ _____	\$ _____
0003	Breaker	1	\$ _____	\$ _____
0004	Grapples	1	\$ _____	\$ _____
0005	Claim Buckets	1	\$ _____	\$ _____

## **SECTION C**

### **DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK**

#### **C.1 SCOPE:**

The District is seeking a contractor to provide Backhoe Loader in accordance with the specifications enumerated herein.

#### **C.2 GENERAL REQUIREMENTS**

- C.2.1 The contractor shall provide current production model 14-foot class backhoe loader. Manufacturer to supply minimum 12 month limited warranty on all components. All specifications advertised must comply with Society of Automotive Engineers (SAE) or International Organization for Standardization (ISO) standards.
- C.2.2 The units shall be delivered completely assembled and serviced, ready for immediate use. Units shall conform to most current National Institute of Occupational Safety and Health (NIOSH) regulations at the time of manufacture. [www.osha.gov](http://www.osha.gov)
- C.2.3 The vehicles, components, assemblies and accessories to be delivered under this contract shall be standard and optional items, which meet or exceed the requirements of these specifications listed in C.3 through below.
- a. All chassis items shall be as represented in the chassis manufacturer's technical data book. The chassis model furnished shall not be older than the chassis manufacturer's current model on the date of issuance of this solicitation.
  - b. Special bodies or mounted equipment shall be as represented in the body and equipment manufacturer's technical data.
- C.2.4 Each vehicle shall be new, and in no case will the vehicle be used (except for delivery and redelivery purposed).
- C.2.5 The vehicle shall comply with all Federal Motor Vehicles Safety Standards (FMVSS) Regulations applicable to the specified vehicle on the date of

manufacture. [www.nhtsa.gov](http://www.nhtsa.gov)

### **C.3 SPECIFICATIONS FOR JCB Model 3CX-14 Backhoe Loader, two lever mechanical control system powered by JCB 444 engine; or equal**

#### **C.3.1 SAFETY AND SECURITY**

Unit to be equipped with the following:

- a. Roll over protective structure (ROPS) and falling object protective structure (FOPS),
- b. Retractable seat belt meeting SAE J1040, SAE J386 and SAE 231 criteria.
- c. Lever type park brake, which automatically disengages transmission when engaged.
- d. Vandalism protection to include the following lockable components; cab doors, front engine grill, hydraulic fill, fuel fill, and external toolbox. All locks must be opened with the engine start key.
- e. Loader service struts.
- f. Front and rear buttons for horn.
- g. Reverse alarm.

#### **C.3.2 ENGINE**

- a. Turbocharged, water-cooled, 4-cycle, direct injection diesel engine with 4 valves per cylinder.
- b. Equipped with cold start aid (ether start aid will not be accepted).
- c. Coolant protection to – 30 degrees F.
- d. Must conform to current U.S. EPA and California off-road regulations.
- e. Displacement: 4 cylinder, 268 in<sup>3</sup> (4.4 liter) minimum
- f. Air Cleaner: Aspirated dual element air cleaner system with automatic expulsion of excess dust and foreign material. Filtration provided by two-stage system consisting of primary and secondary elements.
- g. Fuel Filtration: Two-stage fuel filtration system utilizing a water/sediment separator and spin-on secondary filter element. Warning lamp, which indicates the presence of water in the fuel, is included in the instrument cluster.
- h. Lubrication: Full flow pressure lubrication with spin-on filter cartridge.
- i. Horsepower Output: Minimum 90.1 SAE net engine HP at 2,200 RPM per SAE J1349.
- j. Throttle Control: To be hand and foot operable.

- k. Cooling System: Air to fluid coolers, separately serviceable radiator, hydraulic cooler and transmission cooler.

**C.3.3 TRANSMISSION:**

- a. Separate unit mounted to engine containing torque converter and all transmission components connected to the rear axle via drive shaft.
- b. Type: Torque converter coupled to synchronized 4-speed transmission. No clutch electrically actuated shuttle shifting between forward and reverse.
- c. Lubrication and Air to fluid type transmission oil cooler equipped.
- d. Cooling systems: Pressure lubrication with spin-on cartridge filter.
- e. Transmission: Electrically operated on transmission gearshift and loader disconnect: control lever to allow disengagement of transmission for shifting or loader operations.

**C.3.4 REAR AXLE:**

- a. Separate unit rigidly mounted to mainframe and connected to transmission via driveshaft.
- b. Type: Heavy-duty double reduction. Outboard planetary gear final reduction.
- c. Traction control: Limited slip differential to provide automatic equalization of wheel spin under conditions of unequal footing.

**C.3.5 BRAKES:**

- a. Type: Sealed wet multiple disc. Shall be able to operate brake pedals independently as turning brakes or locked together for road operation.
- b. Actuation: Hydraulically operated, vacuum servo power assist.
- c. Park brake: Over center actuation disc type brake. Transmission shifts to neutral when brake is actuated.

**C.3.5 FRONT AXLE 4WD;**

- a. 4WD Type: Industrial duty, with outboard planetary final reduction, shift on the go. Eleven (11) degrees of axle oscillation

- either side of centerline.
- b. Ground clearance: 11 inches minimum
- c. Tread width: Front tires must ride inside specified loader bucket cutting width.
- d. Steering: Hydrostatic power, with priority valve or dedicated steering pump. Steering wheel lock to lock turns-no greater than 3.00 in each direction. 55-degree steering angle.
- e. 4 wheel brake: Operator selectable 4 wheel braking feature to give braking effect through the drive shaft when service brake in engaged.

**C.3.6 ELECTRICAL SYSTEM:**

- a. Type: 12-volt system with 95 amp (minimum) alternator. Electrical connections meet IP67 for connections located in the cab and meet IP69K for connections outside the cab.
- b. Battery: Single, rated at **950** cold cranking amps. Maintenance free design.
- c. Lighting: Four halogen work lights front and four halogen work lights rear (total of eight), stop lights, turn signals, four way hazard flashers.
- d. Instrumentation: Gauges and readouts consisting of a tachometer, fuel gauge, engine coolant temperature guge, digital hour meter and clock. Light and alarm for battery charge condition, coolant temperature, engine oil pressure, transmission oil pressure, transmission oil temperature, air cleaner restriction, parking brake engagement, and water in the fuel. Light indicators for front work lights on, rear work lights on, turn signal and 4-way flashers.

- e. Circuit Protection: Fuses and relays located in common panel.
- f. Accessory: 12-volt outlet for accessories; mobile phone holder.

**C.3.7 SEAT/OPERATOR PLATFORM:**

- a. Seat: Suspension seat with adjustments for weight, seat angle, back angle. Armrests and 2 inch retractable seat belt as standard.
- b. Enclosed Cab: Entry from right and left side. Full sure grip molded floor, tilt steering column, front windshield with 2 speed plus intermittent wiper and washer and interior rear view mirror.  
Openable side windows, one piece rear window to open overhead, cup holders, storage compartment, upper and lower vent system, face level ventilation fan, rear wiper with washer, radio pre-wire including speakers. Operator ear noise level at 72 dB (A) or below at rated speed no load.

**C.3.8 LOADER-General Purpose:**

Unit to be equipped with an integrally mounted front-end loader meeting the following criteria:

- a. Loader control with integral transmission disconnect switch
- b. Mechanical self leveling to maintain level load on raise and lower cycles
- c. Minimum 1.4 cubic yard capacity heavy duty bucket
- d. Minimum 6750 lbs lift capacity
- e. Minimum 12638 lbs breakout force
- f. Minimum 9'0" dump height
- g. Three spool loader valve
- h. Bucket return-to-dig (equipped with "off/on" switch)

**C.3.9 BACKHOE, MAINFRAME AND HYDRAULICS:**

- a. Unitized, one piece mainframe with integral backhoe meeting the following criteria:

**DCKA-2009-B-0107**

- b. Heavy-duty mainframe with sealed swing post pins and swing cylinder pins, fabricated boom and dipper.
- c. Backhoe Control: Floor mounted two lever mechanical controls for operation of the backhoe. Controls must allow the operator to utilize the backhoe both while facing rearward. Control include hydraulic speed control that provides low and high flow rates that are selected via and electrical rocker switch.
- d. Backhoe with Dipper extended and retracted by floor-mounted pedal.
- e. Extending Dipper: Maximum dig depth to equal or exceed 14'7" retracted and 18'6" extended. Stabilizer operating width to equal or exceed 10'10" Dipper lift at 8 ft. to equal or exceed 5,340 lbs. Boom lift at ground level to equal or exceed 2,710 lbs. Crowd force to equal or exceed 7,919 lbs. Bucket breakout force to equal or exceed 11,600 lbs. Bucket rotation capable of 201 degrees minimum. Extending dipper to extend inner section to trench. Synthetic wear pads with external adjustment of extending dipper. Dry type lubricant to be used on extending dipper.

**C3.10 HYDRAULIC SYSTEM:**

- a. Type: Open center
- b. Hydraulic Pump: Dual gear pumps-39 GPM combined flow at rated engine rpm. Engine driven, rear mounted for protection and extended service life.
- c. System Pressure: 3,300 psi
- d. Hydraulic Reservoir: Separate oil reservoir not shared with other systems. Externally mounted to mainframe for easy servicing.
- e. Oil Cooler: Separate loader/backhoe hydraulic system oil cooler.

- f. Hydraulic Hoses: Abrasion protection of valve to boom hoses. Hoses to have burst pressure at 4 times working pressure.  
Pipe work: Structural steel pipe to withstand minor impacts.
- g. Hydraulic Speed Control switch mounted on instrument panel that when Control activated- dumps one pump to tank diverting more power to rear wheels, increasing fuel efficiency, and increasing precision during backhoe operations.

**C.3.11 TIRES 4WD:**

- a. 4WD Front: 14 x 17.5 10 ply R4 industrial tread pattern lug
- b. 4WD Rear: 19.5L x 24 R4 10 ply

**C.3.12 TELESCOPIC BOOM**

**C.3.13 MULTI PURPOSES BUCKET**

**C.3.14 BACKHOE SHOULD BE ABLE TO EQUIP WITH THE FOLLOWING ATTACHMENTS:**

- a. Thumb
- b. Breaker
- c. Grapples
- d. Claim buckets

**C.3.15 SERVICEABILITY AND MAINTENANCE:**

- a. Service and maintenance design to enhance operator convenience and ease of maintenance.
- b. Tilt engine hood that allows easy access to service points and provides vandal protection.
- c. Front grill screen that is key lockable.
- d. All locks must be opened using the engine start key.
- e. Maintenance free battery
- f. External toolbox with integral locking handle.

**DCKA-2009-B-0107**

**C.3.16 WARRANTY:**  
Standard Warranty

**SECTION D: PACKAGING AND MARKING**

The packaging and marking requirements for the resultant contract shall be governed by the Shipping Instructions Clause in Section 2 of the Government of District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007.

**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 March 2007.
  
- E.2** Representatives of the Government of the District of Columbia shall perform inspection and acceptance of the vehicle/s to be furnished under this order at the destination to ensure that the vehicle/s conform to the terms of the resultant 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 210 days from date of award specified on the cover page 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	Backhoe Loader	1	F.O.B. Destination	180 days after award
<b>ITEMS</b>				
	Parts Manual	1 copy each	F.O.B. Destination	180 days after award
	Service Manual	1 copy each	F.O.B. Destination	180 days after award
	Manufacturer's Statement of Origin	1	F.O.B. Destination	To accompany vehicles as delivered

F.2.1 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 paid.

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

F.3.1 The District reserves the right to increase or decrease the unit quantity specified under Section B by up to hundred (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 12, Standard Contract Provisions), to the following delivery point:

Department of Public Works

**DCKA-2009-B-0107**

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

Receiving hours: 7:00am – 3:00 pm  
Monday through Friday, except Holidays

Contractor shall telephone 48 hours in advance of delivery date

Contact: Gregory Harrelson

Telephone No.: 202-576-6786

**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:

Office of the Chief Financial Officer  
Customer Care Division  
2000 14<sup>th</sup> Street, N.W. 6<sup>th</sup> Floor  
Washington, DC 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 shall date invoices on 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 Vehicle Identification Number (VIN)

- G.2.2.5 Other supporting documentation or information, as required by the Contracting Officer;
- G.2.2.6 Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- G.2.2.7 Name, title, phone number of person preparing the invoice;
- G.2.2.8 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, delivery and acceptance of all vehicles; **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:

**Gena Johnson**  
**Contracting Officer**  
**Office of Contracting and Procurement**

**2000 14<sup>th</sup> Street NW, 6<sup>th</sup> Floor  
Washington, D.C. 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 shall 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 non-compliance 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:

**Greg Harrelson  
Department of Public Works  
Fleet Services Division  
1725 15<sup>th</sup> Street, N.E  
Washington, DC 20002  
(202) 576-6786**

- 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

**DCKA-2009-B-0107**

also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

## **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, § 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, (Section J.1.4) 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 (“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.4.2 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 apprentices and trainees 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 CONFLICT OF INTEREST**

H.8.1 No official or employee of the District of Columbia or the Federal Government who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall, prior to the completion of the project, voluntarily acquire any personal interest, direct or indirect, in the contract or proposed contract. (DC Procurement Practices Act of 1985, D.C. Law 6-85, D.C. Official Code 2-310.01 and Chapter 18 of the DC Personnel Regulations).

H.8.2 The Contractor represents and covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Contractor further covenants not to employ any person having such known interests in the performance of the contract.

## **H.9 WARRANTY**

H.9.1 The contractor warrants that the vehicle furnished by the Contractor shall be free from all defects whatsoever and agrees that for a period of one (1) year from the date of acceptance by the District of Columbia any repair, replacement, or adjustments made necessary because of such defects shall be made promptly by the contractor without cost to and to the satisfaction of the District of Columbia. This warranty shall not operate to defeat any rights of the District arising from paragraph 5, Standard Contract Provisions, nor shall it act to void longer guarantees given by the manufacturer of the vehicles or its components.

## **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 resulting from this solicitation. To obtain a copy of the SCP go to [www.ocp.dc.gov](http://www.ocp.dc.gov), click on the heading “Information”, then click on “Solicitation Attachments”.

### **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, shall include Saturdays, Sundays, and District 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 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.1.1. An award cannot be made to any offeror who has not satisfied the equal employment requirements.

## **I.8 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.9 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 submit a Certificate of Insurance giving evidence of the required coverage either before or after contract award but before work commences. 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; have either an A.M. Best Company rating of A-VIII or higher, a Standard & Poor's rating of AA or higher, or a Moody's rating of Aa2 or higher. The Contractor shall require all subcontractors to carry the insurance required herein, or the 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 policies (excluding Workers' Compensation and Professional Liability, if applicable) shall name the District as an additional insured with respect to work or services performed under the Contract. All policies shall provide that the insurance coverage provided hereunder will be primary and noncontributory with any other applicable insurance. All policies shall contain a waiver of subrogation in favor of the District of Columbia. In no event shall work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) has been furnished. All policies shall provide that the Contracting Officer shall be given thirty (30) days prior written notice via certified mail in the event coverage is substantially changed, canceled or not renewed.

1. Certificate of Insurance Requirement. The policy description on the Certificate of Insurance form shall include the District as an additional insured and a waiver of subrogation in favor of the District.
2. Commercial General Liability Insurance. The Contractor shall provide evidence satisfactory to the Contracting Officer with respect to the operations performed, that it carries \$1,000,000.00 limits per occurrence; includes coverage for products and completed operations and personal and advertising injury. The policy coverage shall be primary and non-contributory, shall contain the CGL 2503 per project endorsement, and shall include the District of Columbia as an additional insured.

Commercial General Liability Insurance. If the Contractor is providing insurance for a subcontractor, the Contractor shall provide evidence satisfactory to the Contracting Officer with respect to the operations performed, that it carries \$1,000,000.00 limits per occurrence; includes coverage for products and completed operations and personal and advertising injury. The policy coverage shall be primary and non-contributory, shall contain the CGL 2503 per project endorsement, and shall include the District of Columbia as an additional insured.

3. Workers' Compensation Insurance.

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: \$500,000.00 per accident for injury; \$500,000.00 per employee for disease; and \$500,000.00 for policy disease limit.

- B. DURATION. The Contractor shall carry all insurance until all contract work is accepted by the District. Each insurance policy shall contain a binding endorsement that: The insurer agrees that the Contracting Officer shall be given thirty (30) days prior written notice via certified mail in the event coverage is substantially changed, canceled or not renewed.
- C. CONTRACTOR'S PROPERTY. Contractors and subcontractor are solely responsible for any loss or damage to their personal property, including owned and leased equipment, whether such equipment is located at a project site or "in transit". This includes Contractor tools and equipment, scaffolding and temporary structures, and rented machinery, storage

**DCKA-2009-B-0107**

sheds or trailers placed on the project site.

- D. 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.

**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 E.E.O. Information and Mayor's Order 85-85

J.1.2 Tax Certification Affidavit

J.1.3 First Source Employment Agreement

**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**

**DCKA-2009-B-0107**

- (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);***

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**

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 WALSH-HEALEY ACT**

If this contract is for the manufacture or 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 Contracts 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 work relates 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 50-202.3**) to the same extent that such employment is permitted under **Section 14 of the Fair Labor Standards Act (29 U.S.C. §214)**.

## **K.7 TAX CERTIFICATION**

Each bidder must submit with its bid, a sworn Tax Certification Affidavit, incorporated herein as **Section J.1.2**.

## **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, but is not obligated, to award single contracts resulting from this solicitation to the responsive and responsible bidder who has the evaluated lowest bid. For purposes of evaluation the District will use the proposed price for CLIN 0001.

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

L.2.1 Bidders shall submit **a signed original and two (2) copies of its bid and descriptive literature (refer to L.15)**. 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. (DCKT-2009-B-0107)"**

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. as specified in (Section A.9)** local time 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) 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 mishandling by the District after receipt caused the late receipt at the location specified in the solicitation.

#### **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, will 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  
Bid Room (Reeves Center)  
2000 14<sup>th</sup> Street, N.W. 3<sup>rd</sup> Floor  
Washington, D.C. 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 **3 calendar days** prior to the closing date and time indicated for this solicitation. The District will not consider any questions received less than **3 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**

**DCKA-2009-B-0107**

Recipients of this solicitation not responding with a bid should not return this solicitation. Instead, they should advise the Contracting Officer, Office of Contracting and Procurement, 2000 14<sup>th</sup> Street, NW 6<sup>th</sup> Floor, Washington, DC 20009, telephone (202) 671-2200, 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, James Roberts, 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 Contracting Officer, James Roberts, 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.

**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. The person signing the bid must initial erasures or other changes. 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 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.14 of the solicitation; **or** (c) by letter or telegram, including mailgrams. The District must receive the acknowledgment by the date

and time specified for receipt of bids. Bidder's failure to acknowledge an amendment may result in rejection of the bid.

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

Each bid must provide the following information:

- L.13.1 Name, address, telephone number and federal tax identification 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
- L.13.3 If the bidder is a partnership or joint venture, the names and addresses of the joint general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.

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

**DCKA-2009-B-0107**

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 Furnish evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.
- 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 REQUIREMENT FOR DESCRIPTIVE LITERATURE:**

Descriptive literature must be furnished as a part of the bid and must be received before the time set for opening bids. The literature furnishes 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, and construction and performance characteristics relative to the

**DCKA-2009-B-0107**

requirements set forth in sections C.2 and C.3.

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 time and date 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 in section L.5 of 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 bid.

## SECTION M: EVALUATION FACTORS

### M.I OPEN MARKET CLAUSES WITH NO SUBCONTRACTING SET-ASIDE (SUPPLIES AND SERVICES)

#### M.1.1 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.1.2 General Preferences

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

- M.1.2.1 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.1.2.2 Five percent reduction in the bid price or the addition of five points on a 100-point scale for a resident-owned business enterprise (ROB) certified by the SLBOC or the DSLBD, as applicable;
- M.1.2.3 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.1.2.4 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.1.2.5 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.1.2.6 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.1.3 **Application of Preferences**

The preferences shall be applicable to prime contractors as follows:

- M.1.3.1 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.1.3.2 Any prime contractor that is an ROB certified by the SLBOC or the DSLBD, as applicable, will receive a five percent (5%) reduction in the bid price for a bid submitted by the ROB in response to an IFB or the addition of five points on a 100-point scale added to the overall score for proposals submitted by the ROB in response to an RFP.
- M.1.3.3 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.1.3.4 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.1.3.5 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.1.3.6 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.1.4 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.1.5 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.1.6 Vendor Submission for Preferences**

- M.1.6.1 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.1.6.2 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.1.6.3 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.1.6.4 Any vendor seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

**DCKA-2009-B-0107**

**Department of Small and Local Business Development  
ATTN: LSDBE Certification Program  
441 Fourth Street, N.W., Suite 970N  
Washington, DC 20001**

M.1.6.5 All vendors are encouraged to contact the DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.