

<b>SOLICITATION, OFFER, AND AWARD</b>		1. Caption <b>Sign Repair, Removal, and Replacement</b>		Page of Pages <b>1</b>   <b>53</b>	
2. Contract Number	3. Solicitation Number <b>DCKA-2014-B-0079</b>	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"/> Emergency	5. Date Issued	6. Type of Market <input type="checkbox"/> Open <input checked="" type="checkbox"/> Set Aside <input type="checkbox"/> Open Market with Set-Aside SBE Designated Category:	
7. Issued By: <b>District Department of Transportation Office of Contracting and Procurement 55 M Street, SE, 7th Floor Washington, DC 20003</b>			8. Address Offer to: <b>District Department of Transportation Office of Contracting &amp; Procurement Bid Room 55 M Street, SE, 4th Floor Washington, DC 20003</b>		
NOTE: In sealed bid solicitations "offer" and offeror" means "bid" and "bidder"					

**SOLICITATION**

9. Sealed offers in original and 1 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 **55 M Street, SE, 4th Floor** until **2:00 p.m.** local time **8/21/2014**  
(Hour) (Date)

CAUTION: Late Submissions, Modifications and Withdrawals: See 27 DCMR chapters 15 & 16 as applicable. All offers are subject to all terms & conditions contained in this solicitation.

10. For Information Contact	A. Name <b>Jontae Byrams</b>	B. Telephone			C. E-mail Address <a href="mailto:jontae.byrams2@dc.gov">jontae.byrams2@dc.gov</a>
		(Area Code) <b>202</b>	(Number) <b>673-2377</b>	(Ext)	

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		X	I	Contract Clauses	
X	B	Supplies or Services and Price/Cost		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS			
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X	E	Inspection and Acceptance				Representations, certifications and other statements of bidder	
X	F	Deliveries or Performance		X	K		
X	G	Contract Administration Data		X	L	Instructions, conditions & notices to bidders	
X	H	Special Contract Requirements		X	M	Evaluation factors for award	

**OFFER**

12. In compliance with the above, the undersigned agrees, if this offer is accepted within **90** calendar days from the date for receipt of offers specified above to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified herein.

13. Discount for Prompt Payment	10 Calendar days %	20 Calendar days %	30 Calendar days %	___ Calendar days %
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14. Acknowledgement of Amendments (The bidder acknowledges receipt of amendments to the SOLICITATION):	Amendment Number	Date	Amendment Number	Date

15A. Name and Address of Bidder	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	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) <b>W. Pete Teague, Chief Contracting Officer</b>	23. Signature of Contracting Officer (District of Columbia)	24. Award Date

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

### **B.1 GENERAL**

The District of Columbia Office of Contracting and Procurement, on behalf of Department of Transportation (the "District") is seeking to engage a Contractor to furnish all labor, supervision, equipment, tools and traffic control to perform Ground-Mounted Sign Work on an as-needed basis

### **B.2 CONTRACT TYPE**

The District contemplates award of a Requirements Contract with firm fixed unit prices in accordance with 27 DCMR Chapter 24.

### **B.3 DESIGNATION OF SOLICITATION FOR THE SMALL BUSINESS SET-ASIDE MARKET ONLY**

This Invitation for Bids (IFB) is designated only for certified small business enterprise (SBE) bidders under the provisions of the "Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005", effective October 20, 2005 (D.C. Law 16-33; D.C. Official Code § 2-218.01 *et seq.*), as amended.

An SBE must be certified as small in the procurement category of Goods and Services in order to be eligible to submit a bid in response to this solicitation.

### **B.4 SUBCONTRACTING**

A bidder responding to this solicitation must submit with its bid a notarized statement detailing any subcontracting plan required by law. Bids responding to this IFB shall be deemed nonresponsive and shall be rejected if the bidder fails to submit a subcontracting plan that is required by law. For contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted in accordance with section H.9.1.

**B.5** Prospective bidders must fill out the Price Schedule, Sections B.6.1 thru B.6.2 and submit it with Sections A through K, and all the required documentation and forms listed in Section J. Failure to submit pricing for all contract line items (CLINs) may result in a bid being deemed unresponsive.

### **B.6 PRICE SCHEDULE**

The price schedule follows on the next page.

CONTRACTOR:

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**B.6.1 Base Year Price Schedule**

CLIN	DESCRIPTION	CATEGORIES	QUANTITY	HOURLY RATE
CLIN 001	<b>MOBILIZATION</b> Preparatory work and operations; scheduling details, coordination and any other work and expense appropriate that is prior to the start of work under the contract pay items. <sup>1</sup>	1. Sign Instillation Supervisor	1	\$_____
CLIN 002	<b>DAILY WORK CREW</b> One (1) supervisor and One (1) laborer/flagger, which shall include all necessary transportation, tools, traffic control devices and safety equipment to perform the work.	1. Sign Instillation Supervisor 2. Flagger/Laborer 3. Traffic Control (no lane closed cones used) 4. Support Vehicle	1 1 1 1	\$_____ \$_____ \$_____ \$_____
CLIN 003	<b>DAILY WORK CREW</b> one (1) supervisor and two (2) laborer/flagger(s) which shall include all necessary transportation, tools, traffic control devices and safety equipment to perform the work	1. Sign Instillation Supervisor 2. Flagger/Laborer 3. Traffic Control (no lane closed cones used) 4. Support Vehicle	1 2 1	\$_____ \$_____ \$_____ \$_____

CLIN 004	<p><b>DAILY WORK CREW</b></p> <p>one (1) supervisor and three (3) laborer/flagger(s) which shall include all necessary transportation, tools, traffic control devices and safety equipment to perform the work.</p>	<ol style="list-style-type: none"> <li>1. Sign Instillation Supervisor</li> <li>2. Flagger/Laborer</li> <li>3. Traffic Control (no lane closed cones used)</li> <li>4. Support Vehicle</li> </ol>	<p>1</p> <p>3</p> <p>1</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
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CLIN 005	<p><b>RAPID RESPONSE CREW</b></p> <p>One (1) supervisor and One (1) laborer/flagger, which shall include all necessary transportation, tools, traffic control devices and safety equipment to perform the work within 4 hours of notification during business hours or within first 4 hours of the next business day when notified after business hours.</p>	<ol style="list-style-type: none"> <li>1. Sign Instillation Supervisor</li> <li>2. Flagger/Laborer</li> <li>3. Traffic Control (no lane closed cones used)</li> <li>4. Support Vehicle</li> </ol>	<p>1</p> <p>1</p> <p>1</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
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<p><b>ALLOWABLE ITEMS</b></p> <p>(as needed)</p>	<p><b>DESCRIPTION</b></p>	<p><b>UNIT PRICE</b></p>
Work Zone Signs/Supplies	Work Zone Signs (i.e., left/right lane closed, road work ahead, stop, etc.).	\$ _____

**B.6.2 Option Year one (1) Price Schedule**

CLIN	DESCRIPTION	CATEGORIES	QUANTITY	HOURLY RATE
CLIN 001	<p><b>MOBILIZATION</b></p> <p>Preparatory work and operations; scheduling details, coordination and any other work and expense appropriate that is prior to the start of work under the contract pay items.<sup>2</sup></p>	2. Sign Instillation Supervisor	1	\$_____
CLIN 002	<p><b>DAILY WORK CREW</b></p> <p>One (1) supervisor and One (1) laborer/flagger, which shall include all necessary transportation, tools, traffic control devices and safety equipment to perform the work.</p>	5. Sign Instillation Supervisor 6. Flagger/Laborer 7. Traffic Control (no lane closed cones used) 8. Support Vehicle	1  1  1	\$_____  \$_____  \$_____  \$_____
CLIN 003	<p><b>DAILY WORK CREW</b></p> <p>one (1) supervisor and two (2) laborer/flagger(s) which shall include all necessary transportation, tools, traffic control devices and safety equipment to perform the work</p>	5. Sign Instillation Supervisor 6. Flagger/Laborer 7. Traffic Control (no lane closed cones used) 8. Support Vehicle	1  2  1	\$_____  \$_____  \$_____  \$_____

CLIN 004	<p><b>DAILY WORK CREW</b></p> <p>one (1) supervisor and three (3) laborer/flagger(s) which shall include all necessary transportation, tools, traffic control devices and safety equipment to perform the work.</p>	<p>5. Sign Instillation Supervisor</p> <p>6. Flagger/Laborer</p> <p>7. Traffic Control (no lane closed cones used)</p> <p>8. Support Vehicle</p>	<p>1</p> <p>3</p> <p>1</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
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CLIN 005	<p><b>RAPID RESPONSE CREW</b></p> <p>One (1) supervisor and One (1) laborer/flagger, which shall include all necessary transportation, tools, traffic control devices and safety equipment to perform the work within 4 hours of notification during business hours or within first 4 hours of the next business day when notified after business hours.</p>	<p>5. Sign Instillation Supervisor</p> <p>6. Flagger/Laborer</p> <p>7. Traffic Control (no lane closed cones used)</p> <p>8. Support Vehicle</p>	<p>1</p> <p>1</p> <p>1</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
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<p><b>ALLOWABLE ITEMS</b></p> <p>(as needed)</p>	<p><b>DESCRIPTION</b></p>	<p><b>UNIT PRICE</b></p>
<p>Work Zone Signs/Supplies</p>	<p>Work Zone Signs (i.e., left/right lane closed, road work ahead, stop, etc.).</p>	<p>\$ _____</p>

## SECTION C: SCOPE & SPECIFICATIONS

### C.1 SCOPE

The District of Columbia Office of Contracting and Procurement, on behalf of Department of Transportation (DDOT), DDOT is seeking to engage a Contractor to furnish all labor, supervision, equipment, tools and traffic control to perform Ground-Mounted Sign Work on an as-needed basis.

#### C.1.1 **Applicable Documents**

The contractor shall perform work in accordance with the documents in the following table. The contractor shall use the latest version of each of the documents in conducting the work. The contractor shall be responsible for ensuring that it has and is using the latest version of these documents at the time that the affected work is being conducted. These documents are incorporated by reference and will be made a part of the contract.

Item No.	Document Type	Title	Date
1	Government	Standard Contract Provisions for use with District of Columbia Government Supply and Service Contracts	March 2007
2	Government	Manual on Uniform Traffic Control Devices (MUTCD)	December 2001
3	DC Regulations	27 District of Columbia Municipal Regulations (DCMR)	Latest Version
4	American Society for Testing and Materials (ASTM) Standard #D4956	Standard Specifications for Retroreflective Sheeting for Traffic Control, Table I	Latest Version
5	Government	Standard Specifications for Highways and Structures	2013

#### C.1.2 Definitions:

None

### C.2 BACKGROUND

DDOT is conducting a comprehensive inventory and condition assessment of all installed signs in the District of Columbia. This data will be retained in a central repository and displayed on a Geographic Information System (GIS) layer of an Agency map of installed signs. Sign deficiencies will be (and have been) identified as a consequence of the inventory and condition

assessment effort. DDOT is committed to correcting the deficiencies but must supplement existing staffing resources to repair, remove or replace these signs.

Data on deficient signs will be derived from several initiatives; two of which are a review of signing on twenty-one (21) evacuation routes<sup>3</sup> and an evaluation of Residential/Resident-Only Parking signs. The evacuation routes project entailed a field assessment by which signs were geocoded and categorized (Manual on Uniform Traffic Control Devices designation), and the specific verbiage on all signs was captured. The Residential/Resident-Only Parking Signs project involved the use of an Agency-developed smartphone application to gather sign data in five areas<sup>4</sup> where Resident-Only parking zones exist. Through these two initiatives, condition assessments have been completed on nearly 10,000 signs.

### **C.3 REQUIREMENTS**

The contractor shall meet the following performance specifications:

### **C.4 GROUND-MOUNTED SIGN WORK**

Ground-mounted sign work includes the repair, removal, or replacement of damaged signs, miscellaneous components, or miscellaneous maintenance repairs. Miscellaneous maintenance repairs may include, but is not limited to: retrofitting, replacement of component parts, tightening existing bolts and upgrading existing signing on corridor routes, by replacing with new signs, posts and hardware.

C.4.1 DDOT will provide all necessary sign panels, posts/poles and mounting hardware.

### **C.5 CONTRACTOR PERSONNEL REQUIREMENTS**

The Contractor shall have a minimum of three (3) years of experience in providing ground-mounted sign maintenance services. At any time if the Contractor is unable to provide enough personnel to complete the job detailed in the approved work order, the Contractor may be put in default.

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<sup>3</sup> The twenty-one corridors are: 1) Anacostia Freeway, SE and NE/Kenilworth Avenue, NE; 2) Whitehurst Freeway, NW/K Street NW/Key Bridge; 3) Southeast/Southwest Freeway/11<sup>th</sup> Street Bridge; 4) New York Avenue, NW and NE; 5) Georgia Avenue, NW; 6) 14<sup>th</sup> Street NW and SW/14<sup>th</sup> Street Bridge; 7) 16<sup>th</sup> Street NW; 8) Constitution Avenue NW/Theodore Roosevelt Bridge; 9) Connecticut Avenue NW; 10) North Capitol Street; 11) South Capitol Street/Frederick Douglass Bridge; 12) Rhode Island Avenue NE; 13) H Street NE/Benning Road NE/East Capitol Street; 14) Pennsylvania Avenue NW and SE/Independence Avenue SE; 15) Branch Avenue SE; 16) MacArthur Boulevard NW; 17) M Street NW/Canal Road NW; 18) Wisconsin Avenue NW; 19) Massachusetts Avenue NW, NE and SE; 20) Bladensburg Road NE; 21) Martin Luther King Avenue SE.

<sup>4</sup> The areas are: Southeast Pilot Area from Navy Yard to Barracks Row, Nationals Ballpark District, H Street NE Corridor, Bloomingdale and Howard Theater.

- C.5.1 Contractor shall be able to provide daily crew(s) comprised of any combination of Line Items 2-4, and rapid response crews in accordance with Line Item 5.
- C.5.2 Contractor shall assign a person as the Contractor's Supervisory Representative<sup>5</sup> who will have the authority to execute this contract work. The Contractor shall provide this name as well as additional personnel names and phone numbers who can be contacted. The Contractor's Supervisory representative shall establish daily communication with the DDOT Contract Administrator or designee to coordinate daily and weekly work plans.
- C.5.3 Vehicle operators shall possess a valid Operator's permit appropriate for the equipment being operated.
- C.5.4 It shall be the Contractor's responsibility to completely supervise and direct the work of its employees.
- C.5.5 Each crew shall have at least one (1) crewmember capable of communicating in English (both verbally and in writing) and comprehending the English language. This crewmember shall communicate instructions to the other crew members or coordinate this communication. The English used by this person must be understood by DDOT personnel. Any crewmember who performs as a flagger shall speak English while performing this job. Any work performed by the contractor that will result in a temporary, mobile or stationary lane or shoulder closure, the contractor shall notify the DDOT Public Space Regulations Administration or Traffic Management Center prior to work performance.

## **C.6 EQUIPMENT REQUIREMENTS**

The Contractor shall possess, prior to the award of the contract, sufficient equipment necessary to perform the work of this contract, including but not limited to: a support truck, traffic control devices, hand tools and safety equipment. Contractor shall maintain and operate equipment designated for the operation(s) described herein and shall ensure the equipment is maintained in good operating condition. All equipment may be inspected and approved by the Contract Administrator or designee before being placed into service. Equipment that does not pass inspection must be replaced for operation within 24 hours.

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<sup>5</sup> See attached Description of Duties, Knowledge, Skills and Abilities.

- C.6.1 The Support truck shall be a Utility-Body type or similar, to transport crew members, signs, work zone signs, sign posts, sign stands, tools and other needed items/equipment. The Contractor at their sole expense shall have equipment fueled and ready to begin work upon arrival at the job site.
- C.6.2 The Contractor shall provide all work zone signage in compliance with DDOT specifications and guidelines. Work Zone signing shall include, but not limited to: “Flagging Ahead”, “Be Prepared to Stop”, “Begin Work Zone” and “End Work Zone” signs, stands, and cones.
- C.6.3 Each crew supervisor shall carry a cellular telephone that is effective throughout the District of Columbia. The cellular telephone must be functional at all times during the performance of the contract.
- C.6.4 DDOT reserves the right to supply additional equipment from DDOT sources, if deemed necessary.

**C.7 HOURS OF WORK**

Contractor shall conduct the work in a manner and sequence ensuring its expeditious completion with the least interference to traffic. Contractor shall continuously execute work on existing work order until completed prior to beginning work on a second work order.

**C.8 PAYMENT**

Crews shall be paid only for actual hours worked, not to include 30 minutes for lunch.

**C.9 ROUTINE WORK HOURS**

Work not requiring lane closures may be performed on most roadways on any normal work day between the hours of 7:00 A.M. and 3:30 P.M. or as approved by the Contract Administrator. Weekend work may be approved on a case by case basis. Contractor shall obtain written approval from the Contract Administrator or designee prior to scheduling and beginning weekend work.

**C.10 HOLIDAYS**

Work shall not be performed on Sundays or the following holidays without the written permission of the Contract Administrator or designee. Holidays are: New Years Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas

Day. If any of these holidays occurs on a Sunday, the following Monday shall be considered the holiday.

## **C.11 SIGN MATERIAL**

The Department will provide all sign panels with messages and structure assemblies including posts and attachment hardware for scheduled work.

C.11.1 Sign panels and other materials furnished by the Department to be installed by the Contractor shall be picked up by the Contractor at DDOT Field Operations Division Office, located at 1338 G Street, SE, between 8:00 A.M. and 9:00 A.M. Notification to these offices shall be made at least 48 hours prior to desired pickup date. The Contractor shall provide crew members to load all materials under the supervision of an approved DDOT contract monitor.

C.11.2 The Contractor shall transport, store and handle signs and materials in a manner specified in the latest edition of the District of Columbia Department of Transportation Standard Specifications for Highways and Structures Section 616. In the event any DDOT provided material is damaged or lost while in the Contractor's possession, the Contractor shall be responsible for the cost of replacement.

C.11.3 Any signs or structures installed by the Contractor that are found to be damaged or improperly installed upon physical inspection, shall be rejected by the Contract Administrator or designee and immediately replaced, repaired or corrected by the Contractor at no additional cost to the Department.

C.11.4 Contractor shall not repair damaged sign sheeting, or any other DDOT supplied material if damaged by the Contractor.

C.11.5 Contractor shall be responsible for properly disposing of all refuse, rubbish, excavation material, scrap materials, wood posts and debris at no additional cost to the Department in a designated disposal facility.

a. REUSABLE MATERIAL: Contractor shall utilize all reusable material at the site when possible. Contract Administrator or designee will determine what material is considered reusable and salvageable. DDOT will retain ownership and salvage value of the material. Materials that are damaged or lost while in the Contractor's possession shall be replaced at the Contractor's expense. DDOT reserves the right to have the salvaged sign panels delivered to the location(s) of regularly scheduled sign pick-up. Contractor shall disassemble, sort material,

and stack the material in the locations designated by the Contract Administrator or designee. Travel time to and from the salvage delivery site, hauling and placing the material as directed by the Contract Administrator or designee is to be included in the unit bid pricing and shall not be billed separately as a pay item.

b. SALVAGE DELIVERY: Contractor shall make no more than one weekly delivery of salvage to DDOT. Contractor shall provide 48-hours' notice prior to delivering sign material. Delivery shall be made within the hours of 8:00 A.M. and 2:00 P.M. Monday through Friday. Contractor shall maintain a detailed log of sign panels, connections, and posts that are to be salvaged and provided to DDOT and turn in the log with each weekly delivery of salvage material. The list shall be verified, mutually agreed upon, and signed by the Contractor and the DDOT Contractor Administrator or designee. DDOT will supply the Contractor with a form to use as a record.

C.11.6 Contractor shall not deliver or store equipment, traffic control devices, or materials within the DDOT Right-of-Way or on DDOT Property without first obtaining written permission from the DDOT Contract Administrator or designee. The Contract Administrator shall approve the parking, storage arrangements, and staging areas along the DDOT Right-of-Way. DDOT will not be responsible for loss or damage to Contractor's equipment, traffic control devices, or materials left at these sites.

C.11.7 Contractor shall contact "Miss Utility of the District of Columbia" per specifications to locate all underground utilities that may be affected by the sign maintenance or installation activities. In addition to contacting Miss Utility per specifications, the Contractor shall be responsible to notify the Contract Administrator to have DDOT underground electrical assets marked. Contractor shall contact the Contract Administrator 5 business days prior to working within 800 feet of DDOT equipment including but not limited to, traffic signals, roadway lights, sign flashers and traffic cameras.

C.11.8 DDOT reserves the right to perform any type of work within the limits of this operation. Contractor shall cooperate with DDOT and other contractors as necessary.

## **C.12 SAFETY REQUIREMENTS**

The Contractor shall ensure all personnel and equipment comply with all OSHA Standards as they apply to the work being done and not create any hazardous conditions with the equipment used.

- C.12.1 The Contractor shall take every precaution at all times for the protection of person(s) which may come on the work site or be affected by the Contractor's work by ensuring all work/job areas are maintained clean and free from safety hazards. The Contractor shall take every precaution to continuously maintain adequate protection of all their work from damage and shall protect DDOT's property from loss arising in connection with this Contract. The Contractor shall take every precaution to protect the traveling public and adjacent property to prevent damage to it. Contractor shall be responsible for correcting any damages caused by Contractor's crew members to the satisfaction of the property owner and the Department.
- C.12.2 During the execution of the work, the Contract Administrator or designee will have authority to suspend work fully or in part due to the failure of the Contractor to correct conditions unsafe for the workers and/or general public, for failure to carry out orders for such period, and as he may deem necessary due to unsuitable weather, conditions unsuitable for the execution of work, or other conditions or reasons deemed to be in the public's interest.
- C.12.3 Contractor shall provide and ensure all employees wear the proper safety equipment while on the work site in accordance with the OSHA Standards. Necessary safety supplies and equipment shall include, but is not limited to, hardhats, safety vests and steel-toe shoes. Failure to comply with a safety requirement constitutes reason to restrict work being performed under this contract. No hardhat or safety vest shall have any reference to the District Department of Transportation or DDOT.

### **C.13 METHOD OF REPORTING WORK**

Contract Administrator or designee will order all work to be scheduled on an as-needed basis. DDOT will provide the Contractor with the forms to be used for reporting work. The Contractor shall provide a daily work report, to include but not limited to: date and materials utilized in the sign work performed that day. A template of the daily work report will be provided to the Contractor and shall be sent via email or in person to the Contract Administrator or DDOT designated staff for the previous day's work.

## **SECTION D: PACKAGING AND MARKING**

- D.1** The inspection and acceptance requirements for this contract shall be governed by the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March, 2007, unless otherwise stated in the project Specifications and Special Provisions.

## **SECTION E: INSPECTION AND ACCEPTANCE**

- E.1** The inspection and acceptance requirements for this contract shall be governed by the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March, 2007, unless otherwise stated in the project Specifications and Special Provisions.

## SECTION F: PERIOD OF PERFORMANCE AND DELIVERABLES

### F.1 TERM OF CONTRACT

The term of the contract shall be for a period of one (1) year from date of award specified on the cover page, with one (1) option year period.

### F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

The District may extend the term of this contract for a period of one (1) year, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

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

F.2.3 The total duration of this contract, including the exercise of any options under this clause, shall not exceed two (2) years.

### F.3 DELIVERABLES

The Contractor shall perform the activities required to successfully complete the District's requirements and submit each deliverable to the CA identified in section G.9 in accordance with the project specifications. Delivery shall be made at the delivery point within 30 days from date of receipt of delivery order.

BATCH CLIN	ITEM	DESCRIPTION	DELIVERY
CLIN 001	MOBILIZATION	Preparatory work and operations; scheduling details, coordination and any other work and expense appropriate that is prior to the start of work under the contract pay items. <sup>6</sup>	Contractor shall be able to begin work within ten (10) calendar days of Receipt of a Purchase Order.

<sup>6</sup> District of Columbia Department of Transportation, Standard Specifications for Highways and Structures, 2013., Section 108.04 Mobilization.

CLIN 002	DAILY WORK CREW	One (1) supervisor and One (1) laborer/flagger, which shall include all necessary transportation, tools, traffic control devices and safety equipment to perform the work.	Contractor shall be able to supply up to three (3) crews simultaneously.
CLIN 003	DAILY WORK CREW	one (1) supervisor and two (2) laborer/flagger(s) which shall include all necessary transportation, tools, traffic control devices and safety equipment to perform the work	Contractor shall be able to supply up to two (2) crews simultaneously.
CLIN 004	DAILY WORK CREW	one (1) supervisor and three (3) laborer/flagger(s) which shall include all necessary transportation, tools, traffic control devices and safety equipment to perform the work.	Contractor shall be able to supply up to two (2) crews simultaneously.
CLIN 005	RAPID RESPONSE CREW	One (1) supervisor and One (1) laborer/flagger, which shall include all necessary transportation, tools, traffic control devices and safety equipment to perform the work within 4 hours of notification during business hours or within first 4 hours of the next business day when notified after business hours.	Contractor shall be able to supply up to two (2) crews simultaneously.

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

## **SECTION G: CONTRACT ADMINISTRATION**

### **G.1 INVOICE PAYMENT**

- G.1.1** The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.
- G.1.2** The District will pay the Contractor on or before the 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 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  
2000 14<sup>th</sup> Street NW 6<sup>th</sup> Floor  
Washington, DC 20009  
Telephone: 202-673-6813

- G.2.2** To constitute a proper invoice, the Contractor shall submit the following information on the invoice:
  - G.2.2.1** Contractor's name, federal tax ID and invoice date (date invoices as of the date of mailing or transmittal);
  - G.2.2.2** Contract number and invoice number;
  - G.2.2.3** Description, price, quantity and the date(s) that the supplies or services were delivered or performed;
  - G.2.2.4** Other supporting documentation or information, as required by the Contracting Officer;
  - G.2.2.5** Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
  - G.2.2.6** Name, title, phone number of person preparing the invoice;
  - G.2.2.7** Name, title, phone number and mailing address of person (if different from the person identified in G.2.2.6 above) to be notified in the event of a defective invoice; and
  - G.2.2.8** Authorized signature.

### **G.3 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT**

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

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

### **G.4 PAYMENT**

#### **G.4.1 Partial Payments**

Unless otherwise specified in this contract, payment will be made on partial deliverables of goods and services accepted by the District if the Contractor requests it and the amount due on the deliverables is in accordance with the following:

"Payment will be made on completion and acceptance of each item for which the price is stated in the Schedule in Section B."

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

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

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

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

A. "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 percent 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 seven (7) days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under this contract:

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

**G.6.2.2** The Contractor must pay any subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of 1 percent 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.

(b)

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

### **G.6.3 Subcontract Requirements**

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

## **G.7 CONTRACTING OFFICER (CO)**

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

W. Pete Teague  
Chief Contracting Officer  
Office of Contracting and Procurement  
District Department of Transportation  
55 M Street, SE, 7<sup>th</sup> Floor  
Washington, DC 20003  
Telephone: 202-673-2377  
E-mail address: William.teague@dc.gov

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

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

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

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

**G.9 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)**

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

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

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

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

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

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

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

Dr. Katherine Jefferson  
Associate Director  
Transportation Operations Administration  
District Department of Transportation  
55 M St. SE  
Washington, DC 20003  
Telephone: (202) 671-1366

**G.9.3** The COTR shall NOT have the authority to:

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

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

#### **G.10 ORDERING CLAUSE**

**G.10.1** 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.

**G.10.2** 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.

**G.10.3** 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 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES**

**H.1.1** For all new employment resulting from this contract or subcontracts hereto, as defined in Mayor's Order 83-265 and implementing instructions, the Contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force:

**H.1.1.1** At least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.

**H.1.2** The Contractor shall negotiate an Employment Agreement with the Department of Employment Services ("DOES") for jobs created as a result of this contract. The DOES shall be the Contractor's first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause.

### **H.2 DEPARTMENT OF LABOR WAGE DETERMINATIONS**

This Special Provision supplements 103.02 A of the Standard Specifications.

In accordance with applicable provisions of 29 CFR Part 1 which require that the correct wage determination and the appropriate wage rates therein be incorporated into this contract. **Wage Determination No. 2005-2103, Revision 13 dated June 25, 2013** is bound herein and contains the specific applicable wage rate(s) which is:

#### **Service Contract Rates**

Further, as set forth in 29 CFR Part 1, Section 1.6(c)(3)(IV), if the intent to award letter is not issued within ninety (90) days of bid opening, all intervening modifications (or new wage decision) are made a part of this contract. The Contractor will be reimbursed this added labor cost.

### **H.3 PUBLICITY**

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

#### **H.4 FREEDOM OF INFORMATION ACT**

The District of Columbia Freedom of Information Act, at D.C. Official Code §2-532 (a-3), requires the District to make available for inspection and copying any record produced or collected pursuant to a District contract with a private contractor to perform a public function, to the same extent as if the record were maintained by the agency on whose behalf the contract is made. If the Contractor receives a request for such information, the Contractor shall immediately send the request to the COTR 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.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND INITIAL EMPLOYMENT PLAN**

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

**H.5.2** The Contractor shall enter into and maintain, during the term of the contract, an Initial Employment Plan, (Section J.4) in which the Contractor shall agree that:

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

**H.5.3** The Contractor shall submit to DOES, no later than the 10<sup>th</sup> of each month following execution of the contract, a First Source Agreement Contract Compliance Report (“contract compliance report”) to verify its compliance with the First Source Agreement for the preceding month. The contract compliance report for the contract shall include the:

- 1) Number of employees needed;
- 2) Number of current employees transferred;
- 3) Number of new job openings created;
- 4) Number of job openings listed with DOES;

- 5) Total number of all District residents hired for the reporting period and the cumulative total number of District residents hired; and
- 6) Total number of all employees hired for the reporting period and the cumulative total number of employees hired, including:
  - a) Name;
  - b) Social security number;
  - c) Job title;
  - d) Hire date;
  - e) Residence; and
  - f) Referral source for all new hires.

**H.5.4** If the contract amount is equal to or greater than \$100,000, the Contractor agrees that 51 percent of the new employees hired for the contract shall be District residents.

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

- 1) Document in a report to the CO the Contractor's compliance with Section H.5.4 of this clause; or
- 2) Submit a request to the CO for a waiver of compliance with Section H.5.4 and include the following documentation:
  - a) Material supporting a good faith effort to comply;
  - b) Referrals provided by DOES and other referral sources;
  - c) Advertisement of job openings listed with DOES and other referral sources; and
  - d) Any documentation supporting the waiver request pursuant to Section H.5.6.

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

- 1) A good faith effort to comply is demonstrated by the Contractor;
- 2) The Contractor is located outside the Washington Standard Metropolitan Statistical Area and none of the contract work is performed inside the Washington Standard Metropolitan Statistical Area which includes the District of Columbia; the Virginia Cities of Alexandria, Falls Church, Manassas, Manassas Park, Fairfax, and Fredericksburg, the Virginia Counties of Fairfax, Arlington, Prince William, Loudoun, Stafford, Clarke, Warren, Fauquier, Culpeper, Spotsylvania, and King George; the Maryland Counties of Montgomery, Prince Georges, Charles, Frederick, and Calvert; and the West Virginia Counties of Berkeley and Jefferson.

- 3) The Contractor enters into a special workforce development training or placement arrangement with DOES; or
- 4) DOES certifies that there are insufficient numbers of District residents in the labor market possessing the skills required by the positions created as a result of the contract.

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

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

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

## **H.6 SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED**

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

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

During the performance of this contract, the Contractor and any of its subcontractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. See 42 U.S.C. §12101 *et seq.*

## **H.8 WAY TO WORK AMENDMENT ACT OF 2006**

**H.8.1** Except as described in H.8.8 below, the Contractor shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. Law 16-118, D.C. Official Code §2-220.01 *et seq.*) ("Living Wage Act of 2006"), for contracts for services in the amount of \$100,000 or more in a 12-month period.

- H.8.2** The Contractor shall pay its employees and subcontractors who perform services under the contract no less than the current living wage published on the OCP website at [www.ocp.dc.gov](http://www.ocp.dc.gov).
- H.8.3** The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to pay its employees who perform services under the contract no less than the current living wage rate.
- H.8.4** The DOES may adjust the living wage annually and the OCP will publish the current living wage rate on its website at [www.ocp.dc.gov](http://www.ocp.dc.gov).
- H.8.5** The Contractor shall provide a copy of the Fact Sheet attached as J.6 to each employee and subcontractor who performs services under the contract. The Contractor shall also post the Notice attached as J.5 in a conspicuous place in its place of business. The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to post the Notice in a conspicuous place in its place of business.
- H.8.6** The Contractor shall maintain its payroll records under the contract in the regular course of business for a period of at least three (3) years from the payroll date and shall include this requirement in its subcontracts for \$15,000 or more under the contract.
- H.8.7** The payment of wages required under the Living Wage Act of 2006 shall be consistent with and subject to the provisions of D.C. Official Code §32-1301 *et seq.*
- H.8.8** The requirements of the Living Wage Act of 2006 do not apply to:
- 1) Contracts or other agreements that are subject to higher wage level determinations required by federal law;
  - 2) Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage;
  - 3) Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
  - 4) Contracts for services needed immediately to prevent or respond to a disaster or imminent threat to public health or safety declared by the Mayor;
  - 5) Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services; provided that the trainees do not replace employees subject to the Living Wage Act of 2006;
  - 6) An employee under 22 years of age employed during a school vacation period, or enrolled as a full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act of 2006;

- 7) Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided that the tenant or retail establishment did not receive direct government assistance from the District;
- 8) Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3));
- 9) Medicaid provider agreements for direct care services to Medicaid recipients, provided that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence;
- 10) Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code § 44-501); and
- 11) Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

**H.8.9** The Mayor may exempt a contractor from the requirements of the Living Wage Act of 2006, subject to the approval of Council, in accordance with the provisions of Section 109 of the Living Wage Act of 2006.

## **H.9 SUBCONTRACTING REQUIREMENTS**

### **H.9.1 Mandatory Subcontracting Requirements**

**H.9.1.1** For contracts in excess of \$250,000, at least 35 percent of the dollar volume shall be subcontracted to certified small business enterprises; provided, however, that the costs of materials, goods, and supplies shall not be counted towards the 35 percent subcontracting requirement unless such materials, goods and supplies are purchased from certified small business enterprises.

**H.9.1.2** If there are insufficient qualified small business enterprises to completely fulfill the requirement of paragraph H.9.1.1, then the subcontracting may be satisfied by subcontracting 35 percent of the dollar volume to any certified business enterprises; provided, however, that all reasonable efforts shall be made to ensure that qualified small business enterprises are significant participants in the overall subcontracting work.

- H.9.1.3** A prime contractor which is certified as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of Sections H.9.1.1 and H.9.1.2.

## **H.9.2 Subcontracting Plan**

If the prime contractor is required by law to subcontract under this contract, it must subcontract at least 35 percent of the dollar volume of this contract in accordance with the provisions of Section H.9.1. The prime contractor responding to this solicitation which is required to subcontract shall be required to submit with its bid, a notarized statement detailing its subcontracting plan. Bids responding to this IFB shall be deemed nonresponsive and shall be rejected if the bidder is required to subcontract but fails to submit a subcontracting plan with its bid. Once the plan is approved by the CO, changes to the plan will only occur with the prior written approval of the CO and the Director of DSLBD. Each subcontracting plan shall include the following:

- H.9.2.1** A description of the goods and services to be provided by SBEs or, if insufficient qualified SBEs are available, by any certified business enterprises;
- H.9.2.2** A statement of the dollar value of the bid that pertains to the subcontracts to be performed by the SBEs or, if insufficient qualified SBEs are available, by any certified business enterprises;
- H.9.2.3** The names and addresses of all proposed subcontractors who are SBEs or, if insufficient SBEs are available, who are certified business enterprises;
- H.9.2.4** The name of the individual employed by the prime contractor who will administer the subcontracting plan, and a description of the duties of the individual;
- H.9.2.5** A description of the efforts the prime contractor will make to ensure that SBEs or, if insufficient SBEs are available, that certified business enterprises will have an equitable opportunity to compete for subcontracts;
- H.9.2.6** In all subcontracts that offer further subcontracting opportunities, assurances that the prime contractor will include a statement, approved by the contracting officer, that the subcontractor will adopt a subcontracting plan similar to the subcontracting plan required by the contract;
- H.9.2.7** Assurances that the prime contractor will cooperate in any studies or surveys that may be required by the contracting officer and submit periodic reports, as requested by the contracting officer, to allow the

District to determine the extent of compliance by the prime contractor with the subcontracting plan;

**H.9.2.8** A list of the type of records the prime contractor will maintain to demonstrate procedures adopted to comply with the requirements set forth in the subcontracting plan, and assurances that the prime contractor will make such records available for review upon the District's request; and

**H.9.2.9** A description of the prime contractor's recent effort to locate SBEs or, if insufficient SBEs are available, certified business enterprises, and to award subcontracts to them.

### **H.9.3 Subcontracting Plan Compliance Reporting**

If the Contractor has an approved subcontracting plan required by law under this contract, the Contractor shall submit to the CO and the Director of DSLBD, no later than the 21<sup>st</sup> of each month following execution of the contract, a Subcontracting Plan Compliance Report to verify its compliance with the subcontracting requirements for the preceding month. The monthly subcontracting plan compliance report shall include the following information:

**H.9.3.1** The dollar amount of the contract or procurement;

**H.9.3.2** A brief description of the goods procured or the services contracted for;

**H.9.3.3** The name of the business enterprise from which the goods were procured or services contracted;

**H.9.3.4** Whether the subcontractors to the contract are currently certified business enterprises;

**H.9.3.5** The dollar percentage of the contract awarded to SBEs, or if insufficient SBEs, to other certified business enterprises;

**H.9.3.6** A description of the activities the Contractor engaged in to achieve the subcontracting requirements set forth in its plan; and

**H.9.3.7** A description of any changes to the activities the Contractor intends to make by the next month to achieve the requirements set forth in its plan.

### **H.9.4 Enforcement and Penalties for Breach of Subcontracting Plan**

**H.9.4.1** If during the performance of this contract, the Contractor fails to comply with its approved subcontracting plan, and the CO determines the Contractor's failure to be a material breach of the contract, the

CO shall have cause to terminate the contract under the default clause of the Standard Contract Provisions.

**H.9.4.2** There shall be a rebuttable presumption that a contractor willfully breached its approved subcontracting plan if the contractor (i) fails to submit any required monitoring or compliance report; or (ii) submits a monitoring or compliance report with the intent to defraud.

**H.9.4.3** A contractor that is found to have willfully breached its approved subcontracting plan for utilization of certified business enterprises in the performance of a contract shall be subject to the imposition of penalties, including monetary fines of \$15,000 or 5 percent of the total amount of the work that the contractor was to subcontract to certified business enterprises, whichever is greater, for each such breach.

## **SECTION I: CONTRACT CLAUSES**

### **I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS**

The Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March, 2007 (SCPs) are incorporated herein by reference with the same force and effect as if given in full text.

### **I.2 CONFIDENTIALITY OF INFORMATION**

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

### **I.3 TIME**

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

### **I.4 RIGHTS IN DATA**

**I.4.1** "Data," as used herein, means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.

**I.4.2** The term "Technical Data," as used herein, means recorded information, regardless of form or characteristic, of a scientific or technical nature. It may, for example, document research, experimental, developmental or engineering work, or be usable or used to define a design or process or to procure, produce, support, maintain, or operate material. The data may be graphic or pictorial delineations in media such as drawings or photographs, text in specifications or related performance or design type documents or computer printouts. Examples of technical data include research and engineering data, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information, and computer software documentation. Technical data does not include computer software or financial, administrative, cost and pricing, and management data or other information incidental to contract administration.

- I.4.3** The term "Computer Software," as used herein means computer programs and computer databases. "Computer Programs," as used herein means a series of instructions or statements in a form acceptable to a computer, designed to cause the computer to execute an operation or operations. "Computer Programs" include operating systems, assemblers, compilers, interpreters, data management systems, utility programs, sort merge programs, and automated data processing equipment maintenance diagnostic programs, as well as applications programs such as payroll, inventory control and engineering analysis programs. Computer programs may be either machine-dependent or machine-independent, and may be general purpose in nature or designed to satisfy the requirements of a particular user.
- I.4.4** The term "computer databases," as used herein, means a collection of data in a form capable of being processed and operated on by a computer.
- I.4.5** All data first produced in the performance of this Contract shall be the sole property of the District. The Contractor hereby acknowledges that all data, including, without limitation, computer program codes, produced by Contractor for the District under this Contract, are works made for hire and are the sole property of the District; but, to the extent any such data may not, by operation of law, be works made for hire, Contractor hereby transfers and assigns to the District the ownership of copyright in such works, whether published or unpublished. The Contractor agrees to give the District all assistance reasonably necessary to perfect such rights including, but not limited to, the works and supporting documentation and the execution of any instrument required to register copyrights. The Contractor agrees not to assert any rights in common law or in equity in such data. The Contractor shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.
- I.4.6** The District will have restricted rights in data, including computer software and all accompanying documentation, manuals and instructional materials, listed or described in a license or agreement made a part of this contract, which the parties have agreed will be furnished with restricted rights, provided however, notwithstanding any contrary provision in any such license or agreement, such restricted rights shall include, as a minimum the right to:
- I.4.6.1** Use the computer software and all accompanying documentation and manuals or instructional materials with the computer for which or with which it was acquired, including use at any District installation to which the computer may be transferred by the District;
- I.4.6.2** Use the computer software and all accompanying documentation and manuals or instructional materials with a backup computer if the computer for which or with which it was acquired is inoperative;

**I.4.6.3** Copy computer programs for safekeeping (archives) or backup purposes; and modify the computer software and all accompanying documentation and manuals or instructional materials, or combine it with other software, subject to the provision that the modified portions shall remain subject to these restrictions.

**I.4.7** The restricted rights set forth in Section I.4.6 are of no effect unless

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

**RESTRICTED RIGHTS LEGEND**

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

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

**I.4.8** In addition to the rights granted in Section I.4.6 above, the Contractor hereby grants to the District a nonexclusive, paid-up license throughout the world, of the same scope as restricted rights set forth in Section I.4.6 above, under any copyright owned by the Contractor, in any work of authorship prepared for or acquired by the District under this contract. Unless written approval of the Contracting Officer is obtained, the Contractor shall not include in technical data or computer software prepared for or acquired by the District under this contract any works of authorship in which copyright is not owned by the Contractor without acquiring for the District any rights necessary to perfect a copyright license of the scope specified in the first sentence of this paragraph.

**I.4.9** Whenever any data, including computer software, are to be obtained from a subcontractor under this contract, the Contractor shall use this clause, I.4, Rights in Data, in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the District's or the Contractor's rights in that subcontractor data or computer software which is required for the District.

**I.4.10** For all computer software furnished to the District with the rights specified in Section I.4.6, the Contractor shall furnish to the District, a copy of the source

code with such rights of the scope specified in Section I.4.6. For all computer software furnished to the District with the restricted rights specified in Section I.4.7, the District, if the Contractor, either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under this contract or any paid-up maintenance agreement, or if Contractor should be declared bankrupt or insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the then current version of the source code supplied under this contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.

**I.4.11** The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.

**I.4.12** Nothing contained in this clause shall imply a license to the District under any patent, or be construed as affecting the scope of any license or other right otherwise granted to the District under any patent.

**I.4.13** Paragraphs I.4.6, I.4.7, I.4.8, I.4.11 and I.4.12 above are not applicable to material furnished to the Contractor by the District and incorporated in the work furnished under contract, provided that such incorporated material is identified by the Contractor at the time of delivery of such work.

## **I.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 CO. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District will have the right to review and approve prior to its execution by the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

## I.7 INSURANCE

- A. **GENERAL REQUIREMENTS.** The Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium.
1. Commercial General Liability Insurance. The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The Contractor shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.
  2. Automobile Liability Insurance. The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this contract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
  3. Workers' Compensation Insurance. The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

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

4. Installation-Floater Insurance. For projects not involving structures, the contractor shall provide an installation floater policy with a limit equal to the full contract value. The policy shall cover property while located at the project site, at temporary locations, or in transit; deductibles will be the sole responsibility of the contractor; and name the District of Columbia as the loss payee on the policy, as its interests may appear. A waiver of subrogation in favor of the District of Columbia shall be included.

- B. **DURATION.** The Contractor shall carry all required insurance until all contract work is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this contract.
- C. **LIABILITY.** These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**
- D. **CONTRACTOR'S PROPERTY.** Contractor and subcontractors are solely responsible for any loss or damage to their personal property including, but not limited to, tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
- E. **MEASURE OF PAYMENT.** The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.
- F. **NOTIFICATION.** The Contractor shall immediately provide the CO with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated Certificate of Insurance to the CO.
- G. **CERTIFICATES OF INSURANCE.** The Contractor shall submit Certificates of Insurance giving evidence of the required coverage as specified in this section

prior to commencing work. Evidence of insurance shall be submitted to the Contracting Officer listed in Section G.7 above.

- H. **DISCLOSURE OF INFORMATION.** The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.

## **I.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.3. An award cannot be made to any bidder who has not satisfied the equal employment requirements.

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

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

- (a) **ORDER OF PRECEDENCE**
- (b) A conflict in language shall be resolved by giving precedence to the document in the highest order of priority that contains language addressing the issue in question. The following documents are incorporated into the contract by reference and made a part of the contract in the following order of precedence:
- (1) An applicable Court Order, if any
  - (2) Contract document
  - (3) Standard Contract Provisions
  - (4) Contract attachments other than the Standard Contract Provisions
  - (5) IFB, as amended
  - (6) Bid

## **I.10 CONTRACTS IN EXCESS OF ONE MILLION DOLLARS**

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

### **I.10.1 Pre-Award Approval**

The award and enforceability of this contract is contingent upon approval of the Council of the District of Columbia.

In accordance with D.C. Official Code §2-301.05a and §1-204.51(c), the Council of the District of Columbia must approve an award of any contract that has term extending beyond twelve (12) months.

**I.11 GOVERNING LAW**

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

**I.12 CONTRACTOR IDENTIFICATION**

All Contractors doing business with the District of Columbia Government shall have a Federal Tax Identification Number.

Please refer any question regarding this matter to Office of the Chief Financial Officer of the District Department of Transportation, Telephone (202) 673-6813.

**I.13 BID GUARANTY**

This S.P. supplements Article 12, Bond Requirements, Part A, of the INSTRUCTIONS TO BIDDERS, STANDARD CONTRACT PROVISIONS FOR USE WITH SPECIFICATIONS FOR DISTRICT OF COLUMBIA GOVERNMENT CONSTRUCTION PROJECTS, 1973, AS AMENDED.

The Bid Guaranty period shall be one-hundred and twenty (120) calendar days after opening of the bids.

**I.14 DISPUTES**

This S.P. supplements and modifies Article 7 of the Standard Specifications 103.01.

Claims by the District against a Contractor:

**A.** Claim as used in Section A of this clause means a written demand or written assertion by the District seeking, as a matter of right, the payment of money in a sum certain, the adjustment of Contract terms, or other relief arising under or relating to this Contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant.

**B.**

1. All claims by the District against a Contractor arising under or relating to a contract shall be decided by the Contracting Officer.
2. The Contracting Officer shall send written notice of the claim to the Contractor. The Contracting Officer's written decision shall do the following:

- a. Provide a description of the claim or dispute;
  - b. Refer to the pertinent Contract terms;
  - c. State the factual areas of agreement and disagreement;
  - d. State the reasons for the decision, including any specific findings of fact, although specific findings of fact are not required and, if made, shall not be binding in any subsequent proceeding;
  - e. If all or any part of the claim is determined to be valid, determine the amount of monetary settlement, the Contract adjustment to be made, or other relief to be granted;
  - f. Indicate that the written document is the Contracting Officer's final decision; and
  - g. Inform the Contractor of the right to seek further redress by appealing the decision to the Contract Appeals Board.
- 3. The decision shall be supported by reasons and shall inform the Contractor of his or her rights as provided herein.
  - 4. The authority contained in this clause shall not apply to a claim or dispute for penalties or forfeitures prescribed by statute or regulation which another District agency is specifically authorized to administer, settle, or determine.
  - 5. This clause shall not authorize the Contracting Officer to settle, compromise, pay, or otherwise adjust any claim involving fraud.
- C. The decision of the Contracting Officer shall be final and not subject to review unless an administrative appeal or action for judicial review is timely commenced by the District as authorized by D.C. Official Code §2-309.04.
  - D. Pending final decision of an appeal, action, or final settlement, the Contractor shall proceed diligently with performance of the Contract in accordance with the decision of the Contracting Officer.

## **I.15 TITLE VI ASSURANCES**

During the performance of this Contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

### **I.15.1 Compliance with Regulations**

The contractor shall comply with the Regulations relative to Non-Discrimination in Federally Assisted Programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, (hereinafter referred to as the "Regulations"), as they may be amended from time to time, which are

incorporated by reference and made a part of this contract.

### **I.15.2 Non-Discrimination**

The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, gender or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. A contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

### **I.15.3 Solicitations for Subcontractors, including Procurements of Materials and Equipment**

In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, gender, or national origin.

### **I.15.4 Information and Reports**

The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts and other sources of information, and its facilities as may be determined by DDOT or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to DDOT, or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.

### **I.15.5 Sanctions for Non-Compliance**

In the event of the contractor's non-compliance with non-discrimination provisions of this contract, DDOT shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to the contractor under the contract until the contractor complies, and/or

- b. Cancellation, termination, or suspension of the contract, in whole or in part.

#### **I.15.6 Incorporation of Provisions**

The Contractor shall include the provisions of paragraphs (1) through (6) of this Assurance in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The contractor shall take such action with respect to any subcontract or procurement as DDOT or FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of this direction, the contractor may request DDOT to enter into such litigation to protect the interests of DDOT, and in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

## SECTION J: ATTACHMENTS

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

Attachment Number	Document
J.1	Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March, 2007 available at <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on "Solicitation Attachments"
J.2	Subcontractor Approval Request Form
J.3	Subcontracting Plan available at <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on "Solicitation Attachments"
J.4	Equal Employment Opportunity/Affirmative Action Requirements available at <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on "Solicitation Attachments"
J.5	General Wage Determination No.: 2005-2103, Revision No. 13, Dated 06/19/2013
J.6	Way to Work Amendment Act of 2006 - Living Wage Notice 2014 available at <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on "Solicitation Attachments"
J.7	Way to Work Amendment Act of 2006 - Living Wage Fact Sheet 2014 available at <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on "Solicitation Attachments"
J.8	Tax Certification Affidavit available at <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on "Solicitation Attachments"
J.9	Office of Local Business Development Equal Employment Opportunity Information Report and Mayor's Order 85-85 available at <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on "Solicitation Attachments"
J.10	Department of Employment Services Initial Employment Plan
J.11	Product Specification Sheet "3M Scotchlite High Intensity Grade Reflective Sheeting"

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

Bidder/Offeror Certification Form available at [www.ocp.dc.gov](http://www.ocp.dc.gov) click on "Solicitation Attachments"

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

### **L.1 METHOD OF AWARD**

- L.1.1** The District reserves the right to accept/reject any/all bids resulting from this solicitation. The Contracting Officer may reject all bids or waive any minor informality or irregularity in bids received whenever it is determined that such action is in the best interest of the District.
- L.1.2** The District intends to award a single contract resulting from this solicitation to the responsive and responsible bidder who has the lowest bid.

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

- L.2.1** Bidders shall submit a signed original document in response to the solicitation. The District will not accept a facsimile copy of a bid as an original bid. All items accepted by the District, all pages of the Invitation for Bids (IFB), all attachments and all documents containing the bidder's offer shall constitute the formal contract. **Each bid shall be submitted as specified in Section A.3 in a sealed envelope conspicuously marked: "Bid in Response to Solicitation No. DCKA-2014-B-0079."**
- L.2.2** The original bid shall govern if there is a variance between the original bid and the copy submitted by the bidder. Each bidder shall return the complete solicitation as its bid.
- L.2.3** The District may reject as non-responsive any bid that fails to conform in any material respect to the IFB.
- L.2.4** The District may also reject as non-responsive any bids submitted on forms not included in or required by the solicitation. Bidders shall make no changes to the requirements set forth in the solicitation.
- L.2.5** The bidder must bid on all CLINs to be considered for this award. Failure to bid on all CLINs in Section B.5 will render the bid non-responsive and disqualify a bid.

### **L.3 FAMILIARIZATION WITH CONDITIONS**

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

#### **L.4 BID SUBMISSION DATE AND TIME**

Bids must be submitted no later than **2:00 p.m.** local time on **\_August 22\_, 2014** as specified in Section A.9.

#### **L.5 WITHDRAWAL OR MODIFICATION OF BIDS**

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

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

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

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

#### **L.6.2 Postmarks**

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

#### **L.6.3 Late Submissions**

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

**L.6.4 Late Modifications**

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

**L.6.5 Late Bids**

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

**L.7 HAND DELIVERY OR MAILING OF BIDS**

Bidders must deliver or mail their bids to the address on the cover page.

**L.8 ERRORS IN BIDS**

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

**L.9 QUESTIONS ABOUT THE SOLICITATION**

If a prospective bidder has any questions relative to this solicitation, the prospective bidder shall submit the questions in writing to the Contract Specialist at [streetsign.installation@dc.gov](mailto:streetsign.installation@dc.gov), on or before **August 20, 2014 at 2:00pm**. Questions will be answered thereafter. The District will not consider any questions received after the time frame given. Questions shall be sent with the solicitation number **DCKA-2014-B-0079** in the subject area.

**L.10 PRE-BID CONFERENCE**

N/A

**L.11 BID PROTESTS**

Any actual or prospective bidder or contractor who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than ten (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, 441 4<sup>th</sup> Street NW 3<sup>rd</sup> Floor, Washington DC 20001. The aggrieved person shall also mail a copy of the protest to the Contracting Officer.

## **L.12 SIGNING OF BIDS**

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

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

## **L.13 ACKNOWLEDGMENT OF AMENDMENTS**

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

## **L.14 LEGAL STATUS OF BIDDER**

Each bid must provide the following information:

**L.14.1** Name, address, telephone number and federal tax identification number of bidder;

**L.14.2** A copy of each District of Columbia license, registration or certification that the bidder is required by law to obtain. This mandate also requires the bidder to provide a copy of the executed "Clean Hands Certification" that is referenced in D.C. Official Code §47-2862, if the bidder is required by law to make such certification. If the bidder is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District

of Columbia, the bid shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and

**L.14.3** If the bidder is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.

**L.15 BID OPENING**

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

**L.16 CERTIFICATES OF INSURANCE**

Prior to commencing work, the Contractor shall obtain from its insurance broker or insurance company Certificates of Insurance giving evidence of the required coverages as specified in Section I.7, and submit to the Contracting Officer.

**L.17 GENERAL STANDARDS OF RESPONSIBILITY**

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

**L.17.1** To be determined responsible, a prospective contractor must demonstrate that it:

- (a) Has adequate financial resources, or the ability to obtain such resources, required to perform the contract;
- (b) Is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;
- (c) Has a satisfactory performance record;
- (d) Has a satisfactory record of integrity and business ethics;
- (e) Has a satisfactory record of compliance with the applicable District licensing and tax laws and regulations;
- (f) Has a satisfactory record of compliance with labor and civil rights laws and rules, and the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code §2-219.01 *et seq.*;

- (g) Has, or has the ability to obtain, the necessary organization, experience, accounting, and operational control, and technical skills;
- (h) Has, or has the ability to obtain, the necessary production, construction, technical equipment, and facilities;
- (i) Has not exhibited a pattern of overcharging the District;
- (j) Does not have an outstanding debt with the District or the federal government in a delinquent status; and
- (k) Is otherwise qualified and is eligible to receive an award under applicable laws and regulations.

**L.17.2** If the prospective contractor fails to supply the information requested, the CO shall make the determination of responsibility or non-responsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the CO shall determine the prospective contractor to be non-responsible.

## **SECTION M: PREFERENCES FOR CERTIFIED BUSINESS ENTERPRISES**

Under the provisions of the “Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005,” as amended, D.C. Official Code § 2-218.01 *et seq.* (Act), the District shall apply preferences in evaluating bids from businesses that are certified by the Department of Small and Local Business Development (“DSLBD”) as 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 APPLICATION OF PREFERENCES**

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

- M.1.1** A prime contractor that is a small business enterprise certified by the DSLBD (“SBE”) will receive a three percent (3%) reduction in the bid price for a bid submitted by the SBE in response to this Invitation for Bids (IFB).
- M.1.2** A prime contractor that is a resident-owned business (“ROB”) certified by DSLBD will receive a five percent (5%) reduction in the bid price for a bid submitted by the ROB in response to this IFB.
- M.1.3** A prime contractor that is a longtime resident business (“LRB”) certified by DSLBD will receive a ten percent (10%) reduction in the bid price for a bid submitted by the LRB in response to this IFB.
- M.1.4** A prime contractor that is a local business enterprise (“LBE”) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the LBE in response to this IFB.
- M.1.5** A prime contractor that is a local business enterprise with its principal offices located in an enterprise zone (“DZE”) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the DZE in response to this IFB.
- M.1.6** A prime contractor that is a disadvantaged business enterprise (“DBE”) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the DBE in response to this IFB.
- M.1.7** A prime contractor that is a veteran-owned business (“VOB”) certified by DSLBD will receive no reduction in the bid price for a bid submitted by the VOB in response to this IFB.
- M.1.8** A prime contractor that is a local manufacturing business enterprise (“LMBE”) certified by DSLBD will receive no reduction in the bid price for a bid submitted by the LMBE in response to this IFB.

## **M.2 MAXIMUM PREFERENCE AWARDED**

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

## **M.3 PREFERENCES FOR CERTIFIED JOINT VENTURES**

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

## **M.4 VERIFICATION OF BIDDER'S CERTIFICATION AS A CERTIFIED BUSINESS ENTERPRISE**

**M.4.1** Any vendor seeking to receive preferences on this solicitation must be certified at the time of submission of its bid. The CO will verify the bidder's certification with DSLBD, and the bidder should not submit with its bid any documentation regarding its certification as a certified business enterprise.

**M.4.2** Any vendor seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

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

**M.4.3** All vendors are encouraged to contact DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.