

|   |  |  |  |   |  |
|---|--|--|--|---|--|
| <b>SOLICITATION, OFFER, AND AWARD</b>   |  | 1. Caption:<br>Customized Mobile Home  |  | Page of Pages<br>1   38   |  |
| 2. Contract Number  | 3. Solicitation Number<br>DCKT-2010-B-0125 | 4. Type of Solicitation<br><input checked="" type="checkbox"/> Sealed Bid (IFB)<br><input type="checkbox"/> Sealed Proposals (RFP)<br><input type="checkbox"/> Sole Source<br><input type="checkbox"/> Human Care Agreements<br><input type="checkbox"/> Emergency | 5. Date Issued<br>2/19/2010  | 6. Type of Market<br><input checked="" type="checkbox"/> Open<br><input type="checkbox"/> Set Aside<br><input type="checkbox"/> Open with Sub-Contracting Set Aside |  |
| 7. Issued By:<br>Office of Contracting and Procurement<br>Transportation and Specialty Equipment Commodity Group<br>2000 14th Street, NW, 3rd Floor<br>Washington, DC 20009 |  |  | 8. Address Offer to:<br>Office of Contracting and Procurement<br>Transportation and Specialty Equipment Commodity Group<br>2000 14th Street, NW, 3rd Floor<br>Washington, DC 20009 |   |  |

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

**SOLICITATION**

9. Sealed offers in original and 2 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried to the bid counter located at 2000 14th Street, NW, 3rd Floor, Bid Room, Washington DC until 2:00PM local time 19-Mar-10  
(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<br>Lucille Vest | B. Telephone       |                      |       | C. E-mail Address<br><a href="mailto:lucille2.vest@dc.gov">lucille2.vest@dc.gov</a> |
|                             |                         | (Area Code)<br>202 | (Number)<br>671-2328 | (Ext) |   |

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**OFFER**

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 120 calendar days from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified herein.

13. Discount for Prompt Payment  10 Calendar days %     20 Calendar days %     30 Calendar days %     \_\_\_ Calendar days %

|   |                  |      |                  |      |
|---|------------------|------|------------------|------|
| 14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION): | Amendment Number | Date | Amendment Number | Date |
|   |                  |      |                  |      |
|   |                  |      |                  |      |
|   |                  |      |                  |      |

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

**AWARD (TO BE COMPLETED BY GOVERNMENT)**

|   |   |                                  |
|---|---|----------------------------------|
| 19. Accepted as to Items Numbered                               | 20. Amount  | 21. Accounting and Appropriation |
|   |   |                                  |
| 22. Name of Contracting Officer (Type or Print)<br>Gena Johnson | 23. Signature of Contracting Officer (District of Columbia) | 24. Award Date                   |

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

**B.1** The Government of the District of Columbia, Office of Contracting and Procurement, Transportation and Specialty Equipment Commodity Group, on behalf of the Office of the Attorney General (OAG), Child Support Services Division (CSSD), is seeking a contractor to provide a customized mobile home for use as a mobile office.

**B.2** This procurement is being funded by the District of Columbia with funds made available by the American Recovery and Reinvestment Act of 2009, P.L. 111-5 (Recovery Act). The Contractor will be subject to the additional requirements included on Attachment J.1.1.

**B.3** The District contemplates award of a firm fixed price contract.

**B.4 PRICE SCHEDULE**

| Contract Line Item Number (CLIN) | Supplies or Services                            | Quantity | Unit Price | Total Price |
|----------------------------------|---|----------|------------|-------------|
| 0001                             | Mobile Home<br><br>State Model offered<br>_____ | 1        | \$ _____   | \$ _____    |

## SECTION C: DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

### C.1 SCOPE:

The District is seeking a contractor to provide a customized mobile home (similar to that depicted in Attachment J.1.2) to be used as a mobile office in accordance with the specifications enumerated herein.

### C.2 BACKGROUND

OAG is authorized to provide child support services on behalf of the District pursuant to Title IV-D of the Social Security Act, approved January 4, 1975 (88 Stat. 2351; 42 U.S.C. 651 *et. seq.*). CSSD is the organizational unit within OAG which OAG has delegated as the administrator of these services, thereby making CSSD responsible for the day-to-day operations of the District's child support program (IV-D Program). In its role as the IV-D Program administrator, CSSD is responsible for facilitating the collection of child support through the establishment and enforcement of child support orders and collection and disbursement of child support pursuant to such orders. In executing such responsibilities, CSSD also fosters individual growth through employment placement assistance programs and promotes family unity by encouraging non-custodial parents to play an active role in their children's lives.

In FY2010, CSSD hopes to provide better community outreach by launching a child support mobile unit which will travel throughout the community providing outreach in a customized mobile home. The mobile unit will serve people in the areas where they live rather than requiring customers to come to CSSD's downtown office. It will rotate its stops throughout the week on a predictable basis so that customers in various neighborhoods will know when to expect it in their neighborhood. It will reflect the Mayor's and OAG's emphasis on customer service. The mobile unit will have full access to CSSD's automated computer system (DCCSES) within the customized mobile home to facilitate their ability to serve customers. Specifically, customers will be able to obtain case information, provide changes of address, receive payment histories, request modifications of child support orders, and make payments.

### C.3 REQUIREMENTS

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

<http://www.usdoj.gov/crt/ada/adahom1.htm> respectively.

**C.3.1** The Contractor shall provide one (1) 2010 customized mobile unit, Winnebago Itasca Impulse **or Equal**, which includes the following features:

- C.3.1.1** Driver and passenger seat in front of mobile home;
- C.3.1.2** Escape egress window on rear and driver side with matching window treatments;
- C.3.1.3** Side door entrance for customers to enter and exit the mobile home;
- C.3.1.4** Overhead front end entertainment center for waiting area;
- C.3.1.5** Television mounted in overhead entertainment center;
- C.3.1.6** Storage compartments with locks in front end entertainment center to store valuables and supplies (60"x 80");
- C.3.1.7** Small seating area for 3-4 persons in the front end of the van to serve as a waiting room for customers;
- C.3.1.8** Front end workstation with a "L" shaped desk and chair on driver side with two (2) file drawers and three (3) storage drawers for staff to check-in arriving customers;
- C.3.1.9** One (1) 120-volt outlet and one (1) Ethernet jack underneath front end "L" shaped desk for computer and electrical connections;
- C.3.1.10** Refrigerator;
- C.3.1.11** Kitchenette with microwave, galley sink, faucet and countertop (no stovetop) for staff use;
- C.3.1.12** Restroom furnished with a sink and toilet for staff and customer use;
- C.3.1.13** Floor to ceiling storage cabinet in standard shower position (shower removed) with one (1) upper adjustable shelf, one (1) stationary shelf for supplied/installed router, one (1) slide out tray for printer/copier/fax, two (2) vented cabinet doors, and two (2) lower storage drawers – cap off all unneeded shower plumbing;
- C.3.1.14** Reconfigured water and drainage system to fit under reinforced, custom cabinet on back wall;
- C.3.1.15** Two (2) 120-volt outlets inside storage cabinet on driver side – one (1)

outlet for router and one (1) outlet for printer;

- C.3.1.16** Reinforced floor to ceiling wall to bisect rear room of mobile home;
- C.3.1.17** Accordion fold doors on entrance of two (2) separate offices for private consultation with customers;
- C.3.1.18** Reinforced back wall and installed spare tire with cover;
- C.3.1.19** Exterior graphics on camper featuring photographs of children with DC Government logo and CSSD logo; and
- C.3.1.20** Two (2) small office areas in rear of van for staff to privately meet with customers, each of which shall be able to accommodate one (1) CSSD employee and one (1) customer. Each office to include the following:
  - C.3.1.20.1** one (1) wall mounted pull-up table on reinforced outer wall;
  - C.3.1.20.2** two (2) installed folding wood chairs (one on each side of the wall mounted pull-up table) with matching upholstered seats with wall straps to secure during transit;
  - C.3.1.20.3** an overhead cabinet with one (1) cabinet door and one (1) 12-volt light under the cabinet;
  - C.3.1.20.4** one (1) 12-volt florescent ceiling light and switch;
  - C.3.1.20.5** one (1) duplex 120 volt outlet and one (1) Ethernet jack on wall platform centered above wall-mounted pull-up table; and
  - C.3.1.20.6** two (2) outlets.

**C.3.2 CHASSIS**

- C.3.2.1** GVWR: 14,500
- C.3.2.2** GAWR-Front: 5,000
- C.3.2.3** GAWR-Rear: 9,500
- C.3.2.4** GCWR: 20,000
- C.3.2.5** Engine : Ford 6.8L SEFI Triton V10 305 HP @ 4,250 RPM,  
420 lbs.-ft. @ 3,250 RPM
- C.3.2.6** Emissions Certification: 50 State

- C.3.2.7 Alternator: 140 AMP Minimum
- C.3.2.8 Battery: 650 CCA
- C.3.2.9 Suspension-Front: Coil
- C.3.2.10 Suspension-Rear: Multi-leaf Single Stage
- C.3.2.11 Axle Ratio: 4.56
- C.3.2.12 Brakes: 4-Wheel ABS
- C.3.2.13 Front Brakes: Disc
- C.3.2.14 Rear Brakes: Disc
- C.3.2.15 Parking Brakes: Foot Operated, push to apply/pull release handle to disengage
- C.3.2.16 Fuel System: Gasoline 55 gallon
- C.3.2.17 Transmission: Torqshift five-speed with auto overdrive
- C.3.2.18 Wheels: 16"X6", 8-bolt
- C.3.2.19 Tires Front/Rear: LT225/75R 16RE
- C.3.2.20 Instrumentation/Features: Water, oil, volts, fuel, tachometer gauged  
Power windows and doors locks (Coach & cab doors) dual airbags
- C.3.2.21 Heater/AC: Minimum 13,500 BTU roof-mounted air conditioner
- C.3.2.22 Length: 30'5" Maximum
- C.3.2.23 Exterior Heights: 11' 2" Maximum
- C.3.2.24 Exterior Width: 8'5" Maximum
- C.3.2.25 Exterior Storage w/Slideout: 74.6 cu. ft. Maximum
- C.3.2.26 Awning Length: 14'
- C.3.2.27 Interior Height: 6' 10" front/ 6' 4" rear Minimum

- C3.2.28** Interior Width: 8' Minimum
- C.3.2.29** Freshwater Capacity: 40 gal Minimum
- C.3.2.30** Water Heater Capacity: 6 gal Maximum
- C.3.2.31** Optional Water Heater: 6 gal Maximum
- C.3.2.32** Holding Tank Capacity: 41 gal Maximum
- C.3.2.33** Propane Capacity: 18 gal Maximum
- C.3.2.34** Parts Manual
- C.3.2.35** Service Manual
- C.3.2.36** Electrical Diagram
- C.3.2.37** Manufacturer's Statement of Origin

**C.3.3** The Contractor shall provide the following reports to the Contracting Officer's Technical Representative:

- C.3.3.1** Within five (5) calendar days of the end of each month, until such time as the final deliverable is accepted by CSSD, a report detailing the following:
  - C.3.3.1.1** a description of the work performed on the project during the month;
  - C.3.3.1.2** the completion status of the project;
  - C.3.3.1.3** an estimate of the number of jobs created and the number of jobs retained by the project; and
  - C.3.3.1.4** information regarding any subcontracts awarded by the Contractor, in accordance with Section I.7 of the contract, for purposes of assisting with the project, including:
    - C.3.3.1.5** work performed by the subcontractor during the month and the costs associated therewith; and
    - C.3.3.1.6** an estimate of the number of jobs created and retained by the subcontractor as a result of this project during the month; and
    - C.3.3.1.7** any other data elements required to comply with the American Recovery and Reinvestment Act of 2009, P.L. 111-5 (Recovery

Act).

**C.3.3.2** Within five (5) calendar days of CSSD's acceptance of the final deliverable, a comprehensive final report setting forth:

**C.3.3.2.1** a description of all goods and services provided in completing the final deliverable;

**C.3.3.2.2** a breakdown of all costs associated with completing the final deliverable;

**C.3.3.2.3** a final estimate of the total number of jobs created and the total number of jobs retained – both by the Contractor and any of its subcontractors - as a result of the project; and

**C.3.3.2.4** any other data elements required to comply with the American Recovery and Reinvestment Act of 2009, P.L. 111-5 (Recovery Cut).

**C.3.3.3** Within fifteen (15) business days of the Contractor completing fifty (50) percent of the final deliverable, a status report describing the work actually completed to date and, if necessary a revised timeline for providing the final deliverable, which shall be subject to the Contracting Officer's Technical Representative's approval before taking effect.

**C.3.4** In addition to the reports set forth in Section C.3.3 above, the Contractor shall provide the following to the Contracting Officer's Technical Representative:

**C.3.4.1** Art work for approval prior to production, and

**C.3.4.2** Within five (5) business days after contract award, a milestones schedule setting forth dates for completing different phases of the work, including the date for delivering the mobile home, which shall be no more than ninety (90) calendar days following the contract effective date.

**C.3.4.3** Within five (5) business days after contract award, the design layout for the mobile home for approval.

**SECTION D: PACKAGING AND MARKING**

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

**SECTION E: INSPECTION AND ACCEPTANCE**

- E.1** The inspection and acceptance requirements for the resultant contract shall be governed by clause number five (5), Inspection of Supplies, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007.
  
- E.2** Representatives of the Government of the District of Columbia shall perform inspection and acceptance of the vehicle/s to be furnished under this order at the destination to ensure that the vehicle/s conform to the terms of the resultant contract. Any item found not in compliance with the specifications shall be rejected.

**SECTION F: DELIVERIES OR PERFORMANCE**

**F.1 TERM OF CONTRACT**

The term of the contract shall be for a period of 120 days from date of award specified on the cover page of the contract.

**F.2 DELIVERABLES**

| <b>SOW Section</b> | <b>Deliverable</b>  | <b>Quantity</b> | <b>Format/Method of Delivery</b> | <b>Due Date</b>   |
|--------------------|---------------------|-----------------|----------------------------------|---|
| C.3.1-C3.2         | Mobile Home         | 1               | F.O.B. Destination               | 90 days or less after the contract effective date                                 |
| C.3.3.1            | Monthly Report      | 1 copy          | Soft copy to COTR                | Within five (5) calendar days after each month                                    |
| C.3.3.2            | Final Report        | 1 copy          | Soft copy to COTR                | Within five (5) calendar days after final deliverable is accepted                 |
| C.3.3.3            | Status Report       | 1 copy          | Soft copy to COTR                | Within fifteen (15) business days of 50% of the final deliverable being completed |
| C.3.4.1            | Artwork             | 1 Copy          | Soft copy to COTR                | Prior to production   |
| C.3.4.2            | Milestones Schedule | 1 copy          | Soft copy to COTR                | Within five (5) business days of the contract effective date                      |
| C.3.4.3            | Design Layout       | 1 copy          | Soft copy to COTR                | Within five (5) business days of the contract effective date                      |

F.2.1 The Contractor shall submit to the District, as a deliverable, the report described in section H.3.5 of this contract that is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, final payment to the Contractor may not be paid.

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

F.3.1 The District reserves the right to increase or decrease the unit quantity specified under Section B by up to hundred (100%) within 60 days of award at the unit price bid.

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

Unit prices offered herein shall include delivery, all charges prepaid and exclusive of all taxes (see paragraph 12, Standard Contract Provisions), to the following delivery point:

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

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

Contractor shall telephone 48 hours in advance of delivery date  
Contact: Gregory Harrelson  
Telephone No.: 202-576-6786

## SECTION G: CONTRACT ADMINISTRATION DATA

### G.1 INVOICE PAYMENT

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

### G.2 INVOICE SUBMITTAL

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

Office of the Chief Financial and Resource Management  
441 4<sup>th</sup> Street, NW, Suite 890N  
Washington, DC 20001  
(202) 727-0333

- G.2.2 To constitute a proper invoice, the Contractor shall submit the following information on the invoice:
- G.2.2.1 Contractor's name, Federal tax ID and invoice date (Contractors shall date invoices on the date of mailing or transmittal);
- G.2.2.2 Contract number and invoice number;
- G.2.2.3 Description, price, quantity and the date(s) that the supplies or services were delivered or performed.
- G.2.2.4 Vehicle Identification Number (VIN)
- G.2.2.5 Other supporting documentation or information, as required by the Contracting Officer;
- G.2.2.6 Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- G.2.2.7 Name, title, phone number of person preparing the invoice;

G.2.2.8 Name, title, phone number and mailing address of person (if different from the person identified in G.2.2.6 above) to be notified in the event of a defective invoice; and

G.2.2.8 Authorized signature.

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

G.3.1 For contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment must be accompanied by the report or a waiver of compliance discussed in section H.3.5.

G.3.2 No final payment shall be made to the Contractor until the CFO has received the Contracting Officer's final determination or approval of waiver of the Contractor's compliance with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements.

**G.4 LUMP SUM PAYMENT**

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

- a) Completion, delivery and acceptance of the vehicle and required reports; and
- b) Presentation of a properly executed invoice.

**G.5 ASSIGNMENT OF CONTRACT PAYMENTS**

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

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

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

**Pursuant to the instrument of assignment dated \_\_\_\_\_,  
make payment of this invoice to \_\_\_\_\_  
(Name and address of assignee).**

**G.6 THE QUICK PAYMENT CLAUSE**

**G.6.1 Interest Penalties to Contractors**

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

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

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

## G.6.2 Payments to Subcontractors

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

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

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

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

- G.6.2.3 Any amount of an interest penalty, which remains unpaid by the Contractor at the end of any 30-day period, shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.
- G.6.2.4 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

**G.6.3 FLOW DOWN REQUIREMENT FOR SUBCONTRACTS**

The Contractor shall include in each subcontract a provision that requires the subcontractor to include in its contracts with any lower-tier subcontractors or suppliers the payment and interest clauses required under paragraphs (1) and (2) of DC Official Code § 2-221.02 (d).

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

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

Gena Johnson  
Contracting Officer  
Office of Contracting and Procurement  
2000 14<sup>th</sup> Street NW, 6<sup>th</sup> Floor  
Washington, D.C. 20009  
(202) 671-2200

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

- G.8.1 The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.
- G.8.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer.
- G.8.3 In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change shall be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

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

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

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

G.9.2 The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract.

G.9.3 The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

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

### **H.1 PUBLICITY**

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

### **H.2 FREEDOM OF INFORMATION ACT**

The District of Columbia Freedom of Information Act, at D.C. Official Code § 2-532 (a-3), requires the District to make available for inspection and copying any record produced or collected pursuant to a District contract with a private contractor to perform a public function, to the same extent as if the record were maintained by the agency on whose behalf the contract is made. If the Contractor receives a request for such information, the Contractor shall immediately send the request to the COTR designated in subsection G.9 who will provide the request to the FOIA Officer for the agency with programmatic responsibility in accordance with the D.C. Freedom of Information Act. If the agency with programmatic responsibility receives a request for a record maintained by the Contractor pursuant to the contract, the COTR will forward a copy to the Contractor. In either event, the Contractor is required by law to provide all responsive records to the COTR within the timeframe designated by the COTR. The FOIA Officer for the agency with programmatic responsibility will determine the releasability of the records. The District will reimburse the Contractor for the costs of searching and copying the records in accordance with D.C. Official Code § 2-532 and Chapter 4 of Title 1 of the *D.C. Municipal Regulations*.

### **H.3 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT**

H.3.1 The Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code, § 2-219.01 et seq. (“First Source Act”).

H.3.2 The Contractor shall enter into and maintain, during the term of the contract, a First Source Employment Agreement, (Section J.2.3) in which the Contractor shall agree that:

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

H.3.3 The Contractor shall submit to DOES, no later than the 10<sup>th</sup> each month following execution of the contract, a First Source Agreement Contract Compliance Report

(“contract compliance report”) verifying its compliance with the First Source Agreement for the preceding month. The contract compliance report for the contract shall include the:

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

H.3.4 If the contract amount is equal to or greater than \$100,000, the Contractor agrees that 51% of the new employees hired for the contract shall be District residents.

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

- (1) Document in a report to the Contracting Officer its compliance with the section H.3.4 of this clause; or
- (2) Submit a request to the Contracting Officer for a waiver of compliance with section H.3.4 and include the following documentation:
  - (a) Material supporting a good faith effort to comply;
  - (b) Referrals provided by DOES and other referral sources;
  - (c) Advertisement of job openings listed with DOES and other referral sources; and
  - (d) Any documentation supporting the waiver request pursuant to section H.3.6.

H.3.6 The Contracting Officer may waive the provisions of section H.3.4 if the Contracting Officer finds that:

- (1) A good faith effort to comply is demonstrated by the Contractor;
- (2) The Contractor is located outside the Washington Standard Metropolitan Statistical Area and none of the contract work is performed inside the Washington Standard Metropolitan Statistical Area which includes the District of Columbia; the Virginia Cities of Alexandria, Falls Church, Manassas, Manassas Park, Fairfax, and Fredericksburg, the Virginia

Counties of Fairfax, Arlington, Prince William, Loudoun, Stafford, Clarke, Warren, Fauquier, Culpeper, Spotsylvania, and King George; the Maryland Counties of Montgomery, Prince Georges, Charles, Frederick, and Calvert; and the West Virginia Counties of Berkeley and Jefferson.

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

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

H.3.8 Willful breach of the First Source Employment Agreement, or failure to submit the report pursuant to section H.3.5, or deliberate submission of falsified data, may be enforced by the Contracting Officer through imposition of penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract. The Contractor shall make payment to DOES. The Contractor may appeal to the D.C. Contract Appeals Board as provided in the contract any decision of the Contracting Officer pursuant to this section H.3.8.

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

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

H.4.1 For all new employment resulting from this contract or subcontracts hereto, as defined in Mayor's Order 83-265 and implementing instructions, the Contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force:

H.4.1.1 At least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.

H.4.2 The Contractor shall negotiate an Employment Agreement with the DOES for jobs created as a result of this contract. The DOES shall be the Contractor's

first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause.

**H.5 PROTECTION OF PROPERTY:**

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

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

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

**H.7 SECTION 504 OF THE REHABILITATION ACT OF 1973, as amended.**

During the performance of the contract, the Contractor and any of its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against disabled people in federally funded program and activities. See 29 U.S.C. § 794 (1983) *et seq.*

**H.8 CONFLICT OF INTEREST**

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

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

**H.9 WARRANTY**

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

## **SECTION I: CONTRACT CLAUSES**

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

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated March, 2007 (“SCP”), are incorporated as part of the contract resulting from this solicitation. To obtain a copy of the SCP go to [www.ocp.dc.gov](http://www.ocp.dc.gov), click on the heading “Information”, then click on “Solicitation Attachments”.

### **I.2 CONTRACTS THAT CROSS FISCAL YEARS**

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

### **I.3 CONFIDENTIALITY OF INFORMATION**

All information obtained by the Contractor relating to any employee or customer of the District will be kept in absolute confidence and shall not be used by the Contractor in connection with any other matters, nor shall any such information be disclosed to any other person, firm, or corporation, in accordance with the District and Federal laws governing the confidentiality of records.

### **I.4 TIME**

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

### **I.5 OTHER CONTRACTORS**

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

### **I.6 SUBCONTRACTS**

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

### **I.7 EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Section J.2.1. An award cannot be made to any offeror who has not satisfied the equal employment requirements.

**I.8 ORDER OF PRECEDENCE**

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

**SECTION J: LIST OF ATTACHMENTS**

**J.1 ATTACHMENT**

J.1.1 Provisions Applicable to Procurements Under The American Recovery and Reinvestment Act

J.1.2 Preliminary Floorplan

**J.2 INCORPORATED ATTACHMENTS** (*The following forms, located at [www.ocp.dc.gov](http://www.ocp.dc.gov) shall be completed and incorporated with the bid.*)

J.2.1 E.E.O. Information and Mayor's Order 85-85

J.2.2 Tax Certification Affidavit

J.2.3 First Source Employment Agreement

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

**K.1 TYPE OF BUSINESS ORGANIZATION**

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

(a) It operates as:

- a corporation incorporated under the laws of the State of: \_\_\_\_\_
- an individual,
- a partnership,
- a nonprofit organization, **or**
- a joint venture.

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

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

**K.2 CERTIFICATION AS TO COMPLIANCE WITH EQUAL OPPORTUNITY OBLIGATIONS**

Mayor's Order 85-85, "Compliance with Equal Opportunity Obligations in Contracts", dated June 10, 1985 and the Office of Human Rights' regulations, Chapter 11, "Equal Employment Opportunity Requirements in Contracts", promulgated August 15, 1986 (4 DCMR Chapter 11, 33 DCR 4952) are included as a part of this solicitation and require the following certification for contracts subject to the order. Failure to complete the certification may result in rejection of the bidder for a contract subject to the order. I hereby certify that I am fully aware of the content of the Mayor's Order 85-85 and the Office of Human Rights' regulations, Chapter 11, and agree to comply with them in performance of this contract.

Bidder \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_

Bidder \_\_\_\_ has \_\_\_\_ has not participated in a previous contract or subcontract subject to the Mayor's Order 85-85. Bidder \_\_\_\_ has \_\_\_\_ has not filed all required compliance reports, and representations indicating submission of required reports signed by proposed sub-bidders. (The above representations need not be submitted in connection with

contracts or subcontracts, which are exempt from the Mayor’s Order.)

**K.3 BUY AMERICAN CERTIFICATION**

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

|       | EXCLUDED END PRODUCTS |
|-------|-----------------------|
|       | COUNTRY OF ORIGIN     |
| _____ |                       |
| _____ |                       |

**K.4 DISTRICT EMPLOYEES NOT TO BENEFIT CERTIFICATION**

Each Bidder shall check one of the following:

\_\_\_\_\_ No person listed in Clause 13 of the SCP, “District Employees Not To Benefit” will benefit from this contract.

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

\_\_\_\_\_

\_\_\_\_\_

**K.5 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

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

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

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

signatory:

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

---

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

As an authorized agent, does certify that the principals named in subdivision (b)(2) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; **and**

As an agent, has not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

- (c) If the bidder deletes or modifies subparagraph (a) (2) above, the bidder must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

## **K.6 WALSH-HEALEY ACT**

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

- (a) All representations and stipulations required by the Act and regulations issued by the Secretary of Labor (41 CFR 50-201.3) are incorporated by reference. These representations and stipulations are subject to all applicable rulings and interpretations of the Secretary of Labor that are now, or may hereafter, be in effect.
- (b) All employees whose work relates to this contract shall be paid not less than the minimum wage prescribed by regulations issued by the Secretary of Labor (41 CFR 50-202.2) (41 U.S.C. §40). Learners, student learners, apprentices, and handicapped workers may be employed at less than the prescribed minimum wage (see 41 CFR 50-202.3) to the same extent that such employment is permitted under Section 14 of the Fair Labor Standards

Act (29 U.S.C. §214).

**K.7 TAX CERTIFICATION**

Each bidder must submit with its bid, a sworn Tax Certification Affidavit, incorporated herein as Section J.2.2.

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

### L.1 METHOD OF AWARD

- L.1.1 The District reserves the right to accept/reject any/all bids resulting from this solicitation. The Contracting Officer may reject all bids or waive any minor informality or irregularity in bids received whenever it is determined that such action is in the best interest of the District.
- L.1.2 The District intends, but is not obligated, to award single contracts resulting from this solicitation to the responsive and responsible bidder who has the evaluated lowest bid.

### L.2 PREPARATION AND SUBMISSION OF BIDS

- L.2.1 Bidders shall submit **a signed original and two (2) copies of its bid and descriptive literature (refer to L.15)**. The District will not accept a facsimile copy of a bid as an original bid. All items accepted by the District, all pages of the Invitation for Bids (IFB), all attachments and all documents containing the bidder's offer shall constitute the formal contract. **Each bid shall be submitted in a sealed envelope conspicuously marked: "Bid in Response to Solicitation No. DCKT-2010-B-0125 Mobile Home"**
- L.2.2 The original bid shall govern if there is a variance between the original bid and the copy submitted by the bidder. Each bidder shall return the complete solicitation as its bid.
- L.2.3 The District may reject as non-responsive any bid that fails to conform in any material respect to the Invitation for Bids.
- L.2.4 The District may also reject as non-responsive any bids submitted on forms not included in or required by the solicitation. Bidders shall make no changes to the requirements set forth in the solicitation.

### L.3 BID SUBMISSION DATE AND TIME

Bids must be submitted no later than **2:00 p.m. as specified in (Section A.9)** local time on page 1.

### L.4 WITHDRAWAL OR MODIFICATION OF BIDS

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

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

L.5.1 Bids, modifications to bids, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

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

### **L.5.2 Postmarks**

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

### **L.5.3 Late Submissions**

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

### **L.5.4 Late Modifications**

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

### **L.5.5 Late Bids**

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

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

### **DELIVER OR MAIL TO:**

**Office of Contracting and Procurement  
Bid Room (Reeves Center)  
2000 14<sup>th</sup> Street, N.W. 3<sup>rd</sup> Floor  
Washington, D.C. 20009**

#### **L.7 ERRORS IN BIDS**

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

#### **L.8 QUESTIONS ABOUT THE SOLICITATION**

If a prospective bidder has any questions relative to this solicitation, the prospective bidder shall submit the questions in writing to the Contracting Officer. The prospective bidder shall submit questions no later than 3 calendar days prior to the closing date and time indicated for this solicitation. The District will not consider any questions received less than 3 calendar days before the date set for submission of bids. The District will furnish responses promptly to all other prospective bidders. An amendment to the solicitation will be issued, if that information is necessary in submitting bids, or if the lack of it would be prejudicial to any other prospective bidders. Oral explanations or instructions given before the award of the contract will not be binding.

#### **L.9 FAILURE TO SUBMIT BIDS**

Recipients of this solicitation not responding with a bid should not return this solicitation. Instead, they should advise the Contracting Officer, Office of Contracting and Procurement, 2000 14<sup>th</sup> Street, NW 6<sup>th</sup> Floor, Washington, DC 20009, telephone (202) 671-2200, by letter or postcard whether they want to receive future solicitations for similar requirements.

It is also requested that such recipients advise the Contracting Officer, James Roberts, of the reason for not submitting a bid in response to this solicitation. If a recipient does not submit a bid and does not notify the Contracting Officer, James Roberts, that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

#### **L.10 BID PROTESTS**

Any actual or prospective bidder or contractor who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than 10 business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation, which are apparent prior to bid opening, or the time set for receipt of initial bids shall be filed with the Board prior to bid opening or the time set for receipt of initial bids. In

procurements in which bids are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into this solicitation, must be protested no later than the next closing time for receipt of bids following the incorporation.

The protest shall be filed in writing, with the Contract Appeals Board, 717 14th Street, N.W., Suite 430, Washington, D.C. 20004. The aggrieved person shall also mail a copy of the protest to the Contracting Officer.

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

L.11.1 The Contractor shall sign the bid and print or type its name on the Solicitation, Offer and Award form of this solicitation. Each bid must show a full business address and telephone number of the bidder and be signed by the person or persons legally authorized to sign contracts. The person signing the bid must initial erasures or other changes. Bids signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the Contracting Officer.

L.11.2 All correspondence concerning the bid or resulting contract will be mailed to the address shown on the bid in the absence of written instructions from the bidder or contractor to the contrary. Any bid submitted by a partnership must be signed with the partnership name by a general partner with authority to bind the partnership. Any bid submitted by a corporation must be signed with the name of the corporation followed by the signature and title of the person having authority to sign for the corporation. Bidders shall complete and sign all Representations, Certifications and Acknowledgments as appropriate. Failure to do so may result in a bid rejection.

## **L.12 ACKNOWLEDGMENT OF AMENDMENTS**

The bidder shall acknowledge receipt of any amendment to this solicitation (a) by signing and returning the amendment; (b) by identifying the amendment number and date in the space provided for this purpose in Section A.14 of the solicitation; or (c) by letter or telegram, including mailgrams. The District must receive the acknowledgment by the date

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

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

Each bid must provide the following information:

L.13.1 Name, address, telephone number and federal tax identification number of bidder;

L.13.2 A copy of each District of Columbia license, registration or certification that the bidder is required by law to obtain. This mandate also requires the bidder to

provide a copy of the executed “Clean Hands Certification” that is referenced in D.C. Official Code §47-2862 (2001), if the bidder is required by law to make such certification. If the bidder is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the bid shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and

- L.13.3 If the bidder is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.

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

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

- L.14.1 Evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.
- L.14.2 Evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- L.14.3 Evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.
- L.14.4 Evidence of compliance with the applicable District licensing and tax laws and regulations.
- L.14.5 Evidence of a satisfactory performance record, record of integrity and business ethics.
- L.14.6 Furnish evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.
- L.14.7 Evidence of other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations
- L.14.8 If the prospective contractor fails to supply the information requested, the Contracting Officer shall make the determination of responsibility or nonresponsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the Contracting Officer shall determine the prospective contractor to be nonresponsible.

**L.15 REQUIREMENT FOR DESCRIPTIVE LITERATURE:**

L.15.1 Descriptive literature must be furnished as a part of the bid and must be received before the time set for opening bids. The literature furnished must be identified to show the items in the bid to which it pertains. The descriptive literature is required to establish, for the purpose of bid evaluation and award, details of the products the bidder proposes to furnish as to design, material, quality, and construction and performance characteristics relative to the requirements set forth in sections C.3.

L.15.2 Failure of descriptive literature to show that the product offered conforms to the specifications and other requirements of this invitation for bids will require rejection of the bid. Failure to furnish the descriptive literature by the time and date set for receipt of bids will require rejection of the bid, except that if the materials are transmitted by mail and is received late, it may be considered under the provision for considering late bids, as set forth in section L.5 of this invitation for bids.

L.15.3 The Contracting Officer may waive the requirement for furnishing descriptive literature if either of the following occurs:

- (1) The bidder states in the bid that the product being offered is the same as a product previously or currently being furnished to the District;  
**or**
- (2) The Contracting Officer, on advice of technical personnel, determines that the product offered by the bidder complies with the specification requirements of the current invitation for bid.

**L.16 BRAND NAME OR EQUAL**

**L.16.1** As used in this clause, the term “brand name” includes identification of products by make and model.

**L.16.2** If items called for by this Invitation for Bids have been identified in the schedule by a “brand name or equal” description, such identification is intended to be descriptive, but not restrictive, and is to indicate the quality and characteristics of products that will be satisfactory. Bids offering “equal” products will be considered for award if such products are clearly identified in the bids and are determined by the District to be equal in all material respects to the brand name products referenced in the Invitation for Bids.

**L.16.3** Unless the bidder clearly indicates in his bid that he is offering an “equal” product, his bid shall be considered as offering a brand name product referenced in the Invitation for Bids.

- L.16.4** If the bidder proposes to furnish an “equal” product, the brand name, if any, of the product to be furnished shall be inserted in the space provided in the Invitation for Bids, or such product shall be otherwise clearly identified in the bid.
- L.16.5** The evaluation of bids and the determination as to equality of the product offered shall be the responsibility of the District and will be based on information furnished by the bidder or identified in his bid as well as other information reasonably available to the purchasing authority. **CAUTION TO BIDDERS:** The District is not responsible for locating or securing any information which is not identified in the bid and not reasonably available to the District.
- L.16.6** Accordingly, to insure that sufficient information is available, the bidder must furnish as a part of his bid all descriptive material (such as cuts, illustrations, drawings, or other information) necessary for the District to (i) determine the product offered meets the requirements of the Invitation for Bids, and (ii) establish exactly what the bidder proposes to furnish and what the District would be binding itself to purchasing by making an award. The information furnished may include specific reference to information previously furnished or to information otherwise available to the District.
- L.16.7** If the bidder proposes to modify a product so as to make it conform to the requirements of the Invitation for Bids, he shall (i) include in his bid a clear description of such proposed modifications, and (ii) clearly mark any descriptive material to show the proposed modifications.
- L.16.8** Modifications proposed after bid opening to make a product conform to a brand name product referenced in the Invitation for Bids will not be considered.

**SECTION M: EVALUATION FACTORS**

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

**M.1.1 Preferences for Local Businesses, Disadvantaged Businesses, Resident-owned Businesses, Small Businesses, Longtime Resident Businesses, or Local Businesses with Principal Offices Located in an Enterprise Zone**

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

**M.1.2 General Preferences**

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

- M.1.2.1 Three percent reduction in the bid price or the addition of three points on a 100-point scale for a small business enterprise (SBE) certified by the Small and Local Business Opportunity Commission (SLBOC) or the Department of Small and Local Business Development (DSLBD), as applicable;
- M.1.2.2 Five percent reduction in the bid price or the addition of five points on a 100-point scale for a resident-owned business enterprise (ROB) certified by the SLBOC or the DSLBD, as applicable;
- M.1.2.3 Ten percent reduction in the bid price or the addition of ten points on a 100-point scale for a longtime resident business (LRB) certified by the SLBOC or the DSLBD, as applicable;
- M.1.2.4 Two percent reduction in the bid price or the addition of two points on a 100-point scale for a local business enterprise (LBE) certified by the SLBOC or the DSLBD, as applicable;
- M.1.2.5 Two percent reduction in the bid price or the addition of two points on a 100-point scale for a local business enterprise with its principal office located in an enterprise zone (DZE) and certified by the SLBOC or the DSLBD, as applicable; **and**
- M.1.2.6 Two percent reduction in the bid price or the addition of two points on a 100-point scale for a disadvantaged business enterprise (DBE) certified by the SLBOC or the DSLBD, as applicable.

**M.1.3 Application of Preferences**

The preferences shall be applicable to prime contractors as follows:

- M.1.3.1 Any prime contractor that is an SBE certified by the SLBOC or the DSLBD, as applicable, will receive a three percent (3%) reduction in the bid price for a bid submitted by the SBE in response to an Invitation for Bids (IFB) or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the SBE in response to a Request for Proposals (RFP).
- M.1.3.2 Any prime contractor that is an ROB certified by the SLBOC or the DSLBD, as applicable, will receive a five percent (5%) reduction in the bid price for a bid submitted by the ROB in response to an IFB or the addition of five points on a 100-point scale added to the overall score for proposals submitted by the ROB in response to an RFP.
- M.1.3.3 Any prime contractor that is an LRB certified by the SLBOC or the DSLBD, as applicable, will receive a ten percent (10%) reduction in the bid price for a bid submitted by the LRB in response to an IFB or the addition of ten points on a 100-point scale added to the overall score for proposals submitted by the LRB in response to an RFP.
- M.1.3.4 Any prime contractor that is an LBE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the LBE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the LBE in response to an RFP.
- M.1.3.5 Any prime contractor that is a DZE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the DZE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DZE in response to an RFP.
- M.1.3.6 Any prime contractor that is a DBE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the DBE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DBE in response to an RFP.

**M.1.4 Maximum Preference Awarded**

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act for this procurement is twelve percent (12%) for bids submitted in response to an IFB or the equivalent of twelve (12) points on a 100-point scale for proposals submitted in

response to an RFP. There will be no preference awarded for subcontracting by the prime contractor with certified business enterprises.

**M.1.5 Preferences for Certified Joint Ventures**

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

**M.1.6 Vendor Submission for Preferences**

M.1.6.1 Any vendor seeking to receive preferences on this solicitation must submit at the time of, and as part of its bid or proposal, the following documentation, as applicable to the preference being sought:

M.1.6.2 Evidence of the vendor's or joint venture's certification by the SLBOC as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of all relevant letters of certification from the SLBOC; **or**

M.1.6.3 Evidence of the vendor's or joint venture's provisional certification by the DSLBD as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of the provisional certification from the DSLBD.

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

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

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