

<b>SOLICITATION, OFFER, AND AWARD</b>			1. Caption			Page of Pages			
			LEASED VEHICLES			1	65		
2. Contract Number		3. Solicitation Number		4. Type of Solicitation		5. Date Issued		6. Type of Market	
		<b>DCKT-2011-B-0015</b>		<input checked="" type="checkbox"/> Sealed Bid (IFB) <input type="checkbox"/> Sealed Proposals (RFP) <input type="checkbox"/> Sole Source <input type="checkbox"/> Human Care Agreements <input type="checkbox"/> Emergency		10/28/2010		<input checked="" type="checkbox"/> Open <input type="checkbox"/> Set Aside <input type="checkbox"/> Open with Sub-Contracting Set Aside	
7. Issued By:				8. Address Offer to:					
Office of Contracting and Procurement Transportation Specialty Equipment Group 2000 14th Street, N.W., 6th Floor Washington, DC 20009				Office of Contracting and Procurement Transportation Specialty Equipment Group 2000 - 14th Street, N.W., 3rd Floor Bid Room (Reeves Center) Washington, DC 20009					
NOTE: In sealed bid solicitations "offer" and offeror" means "bid" and "bidder"									
<b>SOLICITATION</b>									
9. Sealed offers in original and <u>2</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried to the bid counter located at <u>Bid Room (Reeves Ctr) 2000 14th St. NW, 3rd Floor</u> until <u>2:00</u> local time <u>18-Nov-10</u> (Hour) (Date)									
CAUTION: Late Submissions, Modifications and Withdrawals: See 27 DCMR chapters 15 & 16 as applicable. All offers are subject to all terms & conditions contained in this solicitation.									
10. For Information Contact		A. Name		B. Telephone			C. E-mail Address		
		Lucille Vest		(Area Code)	(Number)	(Ext)	<a href="mailto:lucille2.vest@dc.gov">lucille2.vest@dc.gov</a>		
				202	671-2328				
11. Table of Contents									
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<b>OFFER</b>									
12. In compliance with the above, the undersigned agrees, if this offer is accepted within <u>150</u> calendar days from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified herein.									
13. Discount for Prompt Payment		10 Calendar days %		20 Calendar days %		30 Calendar days %		___ Calendar days %	
14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION):				Amendment Number		Date		Amendment Number	
15A. Name and Address of Offeror				16. Name and Title of Person Authorized to Sign Offer/Contract					
15B. Telephone		15 C. Check if remittance address is different from above - Refer to Section G		17. Signature			18. Offer Date		
(Area Code)	(Number)	(Ext)							
<b>AWARD (TO BE COMPLETED BY GOVERNMENT)</b>									
19. Accepted as to Items Numbered			20. Amount		21. Accounting and Appropriation				
22. Name of Contracting Officer (Type or Print)			23. Signature of Contracting Officer (District of Columbia)			24. Award Date			
Gena Johnson									
 <b>Government of the District of Columbia</b>			<b>Office of Contracting &amp; Procurement</b>						

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

- B.1** The District of Columbia Office of Contracting and Procurement, on behalf of the Department of Public Works, Fleet Management Administration (the “District”) is seeking a automotive leasing contractor(s) to meet District agencies’ leasing needs by supplying the District with up to a maximum of 200 Alternative Fuel (AF) vehicles.
- B.2** The District contemplates award of requirements contracts for each of the aggregate groups listed in the Price Schedule (B.3) below. The term of the initial lease will be 12 months. The District may extend on an annual basis all or part of any lease.
- B.2.1** The District will purchase its requirements of the articles or services included herein from the Contractor. The estimated quantities stated herein reflect the best estimates available. The estimate shall not be construed as a representation that the estimated quantity will be required or ordered, or that conditions affecting requirements will be stable. The estimated quantities shall not be construed to limit the quantities which may be ordered from the Contractor by the District or to relieve the Contractor of its obligation to fill all such orders.
- a) Delivery or performance shall be made only as authorized in accordance with the Ordering Clause, C.3.1. The District may issue orders requiring delivery to multiple destinations or performance at multiple locations. If the District urgently requires delivery before the earliest date that delivery may be specified under this contract, and if the Contractor shall not accept an order providing for the accelerated delivery, the District may acquire the urgently required goods or services from another source.
  - b) There is no limit on the number of orders that may be issued. The District may issue orders requiring delivery to multiple destinations or performance at multiple locations.
  - c) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and District's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided that the Contractor shall not be required to make any deliveries under this contract after **contract** expiration or termination.

**B.3 PRICE SCHEDULE**

**B.3.1 BASE YEAR**

**A. MODEL YEAR 2011-AGGREGATE GROUP ONE (1) - SEDANS**

	<b>Item Description: Make and Model</b>	<b>Make/Model</b>	<b>Fuel Type</b>	<b>Estimated Quantity</b>	<b>Annual Lease Amount per Vehicle</b>	<b>Total Estimated Lease Amount</b>
0001	Sedan, 5 passenger,4 door: State make and model offered: _____	Dodge Avenger or equal	E-85	8		
0002	Sedan, 5 Passenger 4-Door: State make and model offered: _____	Chevrolet Impala or equal	E-85	30		
0003	Sedan, 5 Passenger 4 Door: State make and model offered:_____	Chevrolet Malibu or equal	E-85	16		
<b>TOTAL CLIN 0001 - 0003 (AGGREGATE GROUP 1)</b>						\$

Rates include \_\_\_\_\_ miles per year with a \_\_\_\_\_ per mile charge for each mile over \_\_\_\_\_.

**B. MODEL YEAR 2011-AGGREGATE GROUP TWO (2) - SUVs**

	<b>Item Description: Make and Model</b>	<b>Make/Model</b>	<b>Fuel Type</b>	<b>Estimated Quantity</b>	<b>Annual Lease Amount per Vehicle</b>	<b>Total Estimated Lease Amount</b>
0004	Sport Utility Vehicle, 4x2, 7- Passenger:  State make and model offered: _____	Ford Escape or equal	E-85	1		
0005	Sport Utility Vehicle, 4x4: 7- Passenger:  State make and model offered: _____	Chevrolet Tahoe 2WD OR equal	E-85	1		
<b>TOTAL CLIN 0004 – 0005 (AGGREGATE GROUP 2):</b>						\$_____

Rates include \_\_\_\_\_ miles per year with a \_\_\_\_\_ per mile charge for each mile over \_\_\_\_\_.

**C. MODEL YEAR 2011- AGGREGATE GROUP THREE (3) –VANS**

	<b>Item Description: Make and Model</b>	<b>Make/Model</b>	<b>Fuel Type</b>	<b>Estimated Quantity</b>	<b>Annual Lease Amount per Vehicle</b>	<b>Total Estimated Lease Amount</b>
0006	Wagon Van, Compact 4x2, 7 passenger: Engine 3.3L V6  State make and model offered: _____	Dodge Grand Caravan SE or equal	E-85	47		
0007	Cargo Van, Compact 4x2, two (2) seater: Engine 3.3L V6  State make and model offered: _____	Dodge Grand Cargo Van or equal	E-85	3		
0008	Passenger Van: Engine 4.6L V8, 8 passenger:  State make and model Offered: _____	Ford E Series or equal	E-85	10		
0009	Passenger Van, 2 passenger:  State make and model offered: _____	Chevrolet Express or equal	E-85	5		
0010	Cargo Van, two (2) seater  State make and model offered: _____	Chevrolet Express or equal	E85	5		
<b>TOTAL CLIN 0006 – 0010 (AGGREGATE GROUP 3)</b>						\$ _____

Rates include \_\_\_\_\_ miles per year with a \_\_\_\_\_ per mile charge for each mile over \_\_\_\_\_.

**D. MODEL YEAR 2011-AGGREGATE GROUP FOUR (4) "PICKUP TRUCK"**

	<b>Item Description: Make and Model</b>	<b>Make/Model</b>	<b>Fuel Type</b>	<b>Estimated Quantity</b>	<b>Annual Lease Amount per Vehicle</b>	<b>Total Estimated Lease Amount</b>
0011	Pickup, 4x4, 5 Passenger, Crew Cab: Engine 4.7L V8 State make and model offered: _____	Dodge Dakota TRX4 or equal	E-85	19		
0012	Pickup, 4x4, 6 Passenger Crew Cab: Engine 4.7 L V8  State make and model offered: _____	Dodge Ram SLT 1500 or equal	E-85	5		
0013	Pickup, 4x4, 6 Passenger Crew Cab:  State make and model offered: _____	Chevrolet Silverado 1500 or equal	E-85	20		
0014	Pickup, 4x4, 5 Passenger Regular Cab:  State make and model offered: _____	Chevrolet Silverado 1500 or equal	E-85	25		
0015	Pickup, 4x4, Regular Cab, 3 passenger:  State make and model offered: _____	Ford F-150 XLT or equal	E-85	2		
0016	Pickup, 4x4, Extended Cab, 5 Passenger:  State make and model offered: _____	Ford F-150 or equal	E-85	3		
<b>TOTAL CLIN 0011– 0016 (AGGREGATE GROUP 4):</b>						\$ _____

Rates include \_\_\_\_\_ miles per year with a \_\_\_\_\_ per mile charge for each mile over \_\_\_\_\_.

**B.3.2 OPTION YEAR ONE (1)**

**A. MODEL YEAR 2011-AGGREGATE GROUP ONE (1) SEDANS**

	<b>Item Description: Make and Model</b>	<b>Make/Model</b>	<b>Fuel Type</b>	<b>Estimated Quantity</b>	<b>Annual Lease Amount per Vehicle</b>	<b>Total Estimated Lease Amount</b>
10001	Sedan, 5 passenger,4 door: State make and model offered: _____	Dodge Avenger or equal	E-85	8		
1002	Sedan, 5 Passenger 4-Door: State make and model offered: _____	Chevrolet Impala or equal	E-85	30		
1003	Sedan, 5 Passenger 4 Door: State make and model offered:_____	Chevrolet Malibu or equal	E-85	16		
<b>TOTAL CLIN 1001 - 1003 (AGGREGATE GROUP 1)</b>						\$ _____

Rates include \_\_\_\_\_ miles per year with a \_\_\_\_\_ per mile charge for each mile over \_\_\_\_\_.

**B. MODEL YEAR 2011-AGGREGATE GROUP TWO (2) - SUVs**

	<b>Item Description: Make and Model</b>	<b>Make/Model</b>	<b>Fuel Type</b>	<b>Estimated Quantity</b>	<b>Annual Lease Amount per Vehicle</b>	<b>Total Estimated Lease Amount</b>
1004	Sport Utility Vehicle, 4x2, 7- Passenger:  State make and model offered: _____	Ford Escape or equal	E-85	1		
1005	Sport Utility Vehicle, 4x4: 7- Passenger:  State make and model offered: _____	Chevrolet Tahoe 2WD OR equal	E-85	1		
<b>TOTAL CLIN 1004 – 1005 (AGGREGATE GROUP 2):</b>						\$ _____

Rates include \_\_\_\_\_ miles per year with a \_\_\_\_\_ per mile charge for each mile over \_\_\_\_\_.

**C. MODEL YEAR 2011- AGGREGATE GROUP THREE (3) –VANS**

	<b>Item Description: Make and Model</b>	<b>Make/Model</b>	<b>Fuel Type</b>	<b>Estimated Quantity</b>	<b>Annual Lease Amount per Vehicle</b>	<b>Total Estimated Lease Amount</b>
1006	Wagon Van, Compact 4x2, 7 passenger: Engine 3.3L V6  State make and model offered: _____	Dodge Grand Caravan SE or equal	E-85	47		
1007	Cargo Van, Compact 4x2, two (2) seater: Engine 3.3L V6  State make and model offered: _____	Dodge Grand Cargo Van or equal	E-85	3		
1008	Passenger Van: Engine 4.6L V8, 8 passenger:  State make and model Offered: _____	Ford E Series or equal	E-85	10		
1009	Passenger Van, 2 passenger:  State make and model offered: _____	Chevrolet Express or equal	E-85	5		
1010	Cargo Van, two (2) seater  State make and model offered: _____	Chevrolet Express or equal	E85	5		
<b>TOTAL CLIN 1006 – 1010 (AGGREGATE GROUP 3)</b>						\$ _____

Rates include \_\_\_\_\_ miles per year with a \_\_\_\_\_ per mile charge for each mile over \_\_\_\_\_.

**D. MODEL YEAR 2011-AGGREGATE GROUP FOUR (4) "PICKUP TRUCK"**

	<b>Item Description: Make and Model</b>	<b>Make/Model</b>	<b>Fuel Type</b>	<b>Estimated Quantity</b>	<b>Annual Lease Amount per Vehicle</b>	<b>Total Estimated Lease Amount</b>
1011	Pickup, 4x4, 5 Passenger, Crew Cab: Engine 4.7L V8 State make and model offered: _____	Dodge Dakota TRX4 or equal	E-85	19		
1012	Pickup, 4x4, 6 Passenger Crew Cab: Engine 4.7 L V8  State make and model offered: _____	Dodge Ram SLT 1500 or equal	E-85	5		
1013	Pickup, 4x4, 6 Passenger Crew Cab:  State make and model offered: _____	Chevrolet Silverado 1500 or equal	E-85	20		
1014	Pickup, 4x4, 5 Passenger Regular Cab:  State make and model offered: _____	Chevrolet Silverado 1500 or equal	E-85	25		
1015	Pickup, 4x4, Regular Cab, 3 passenger:  State make and model offered: _____	Ford F-150 XLT or equal	E-85	2		
1016	Pickup, 4x4, Extended Cab, 5 Passenger:  State make and model offered: _____	Ford F-150 or equal	E-85	3		
<b>TOTAL CLIN 1011– 1016 (AGGREGATE GROUP 4):</b>						\$ _____

Rates include \_\_\_\_\_ miles per year with a \_\_\_\_\_ per mile charge for each mile over \_\_\_\_\_.

**B.3.3 OPTION YEAR TWO (2)**

**A. MODEL YEAR 2011-AGGREGATE GROUP ONE (1) – SEDANS**

	<b>Item Description: Make and Model</b>	<b>Make/Model</b>	<b>Fuel Type</b>	<b>Estimated Quantity</b>	<b>Annual Lease Amount per Vehicle</b>	<b>Total Estimated Lease Amount</b>
2001	Sedan, 5 passenger,4 door: State make and model offered: _____	Dodge Avenger or equal	E-85	8		
2002	Sedan, 5 Passenger 4-Door: State make and model offered: _____	Chevrolet Impala or equal	E-85	30		
2003	Sedan, 5 Passenger 4 Door: State make and model offered: _____	Chevrolet Malibu or equal	E-85	16		
<b>TOTAL CLIN 2001 - 2003 (AGGREGATE GROUP 1)</b>						\$ _____

Rates include \_\_\_\_\_ miles per year with a \_\_\_\_\_ per mile charge for each mile over \_\_\_\_\_.

**B. MODEL YEAR 2011-AGGREGATE GROUP TWO (2) - SUVs**

	<b>Item Description: Make and Model</b>	<b>Make/Model</b>	<b>Fuel Type</b>	<b>Estimated Quantity</b>	<b>Annual Lease Amount per Vehicle</b>	<b>Total Estimated Lease Amount</b>
2004	Sport Utility Vehicle, 4x2, 7- Passenger:  State make and model offered: _____	Ford Escape or equal	E-85	1		
2005	Sport Utility Vehicle, 4x4: 7- Passenger:  State make and model offered: _____	Chevrolet Tahoe 2WD OR equal	E-85	1		
<b>TOTAL CLIN 2004 – 2005 (AGGREGATE GROUP 2):</b>						\$ _____

Rates include \_\_\_\_\_ miles per year with a \_\_\_\_\_ per mile charge for each mile over \_\_\_\_\_.

**C. MODEL YEAR 2011- AGGREGATE GROUP THREE (3) –VANS**

	<b>Item Description: Make and Model</b>	<b>Make/Model</b>	<b>Fuel Type</b>	<b>Estimated Quantity</b>	<b>Annual Lease Amount per Vehicle</b>	<b>Total Estimated Lease Amount</b>
2006	Wagon Van, Compact 4x2, 7 passenger: Engine 3.3L V6  State make and model offered: _____	Dodge Grand Caravan SE or equal	E-85	47		
2007	Cargo Van, Compact 4x2, two (2) seater: Engine 3.3L V6  State make and model offered: _____	Dodge Grand Cargo Van or equal	E-85	3		
2008	Passenger Van: Engine 4.6L V8, 8 passenger:  State make and model Offered: _____	Ford E Series or equal	E-85	10		
2009	Passenger Van, 2 passenger:  State make and model offered: _____	Chevrolet Express or equal	E-85	5		
2010	Cargo Van, two (2) seater  State make and model offered: _____	Chevrolet Express or equal	E85	5		
<b>TOTAL CLIN 2006 – 2010 (AGGREGATE GROUP 3)</b>						\$ _____

Rates include \_\_\_\_\_ miles per year with a \_\_\_\_\_ per mile charge for each mile over \_\_\_\_\_.

**D. MODEL YEAR 2011-AGGREGATE GROUP FOUR (4) "PICKUP TRUCK"**

	<b>Item Description: Make and Model</b>	<b>Make/Model</b>	<b>Fuel Type</b>	<b>Estimated Quantity</b>	<b>Annual Lease Amount per Vehicle</b>	<b>Total Estimated Lease Amount</b>
2011	Pickup, 4x4, 5 Passenger, Crew Cab: Engine 4.7L V8 State make and model offered: _____	Dodge Dakota TRX4 or equal	E-85	19		
2012	Pickup, 4x4, 6 Passenger Crew Cab: Engine 4.7 L V8  State make and model offered: _____	Dodge Ram SLT 1500 or equal	E-85	5		
2013	Pickup, 4x4, 6 Passenger Crew Cab:  State make and model offered: _____	Chevrolet Silverado 1500 or equal	E-85	20		
2014	Pickup, 4x4, 5 Passenger Regular Cab:  State make and model offered: _____	Chevrolet Silverado 1500 or equal	E-85	25		
2015	Pickup, 4x4, Regular Cab, 3 passenger:  State make and model offered: _____	Ford F-150 XLT or equal	E-85	2		
2016	Pickup, 4x4, Extended Cab, 5 Passenger:  State make and model offered: _____	Ford F-150 or equal	E-85	3		
<b>TOTAL CLIN 2011– 2016 (AGGREGATE GROUP 4):</b>						\$ _____

Rates include \_\_\_\_\_ miles per year with a \_\_\_\_\_ per mile charge for each mile over \_\_\_\_\_.

**B.3.4 OPTION YEAR THREE (3)**

**A. MODEL YEAR 2011-AGGREGATE GROUP ONE (1) – SEDANS**

	<b>Item Description: Make and Model</b>	<b>Make/Model</b>	<b>Fuel Type</b>	<b>Estimated Quantity</b>	<b>Annual Lease Amount per Vehicle</b>	<b>Total Estimated Lease Amount</b>
3001	Sedan, 5 passenger,4 door: State make and model offered: _____	Dodge Avenger or equal	E-85	8		
3002	Sedan, 5 Passenger 4-Door: State make and model offered: _____	Chevrolet Impala or equal	E-85	30		
3003	Sedan, 5 Passenger 4 Door: State make and model offered: _____	Chevrolet Malibu or equal	E-85	16		
<b>TOTAL CLIN 3001 - 3003 (AGGREGATE GROUP 1)</b>						\$ _____

Rates include \_\_\_\_\_ miles per year with a \_\_\_\_\_ per mile charge for each mile over \_\_\_\_\_.

**B. MODEL YEAR 2011-AGGREGATE GROUP TWO (2) - SUVs**

	<b>Item Description: Make and Model</b>	<b>Make/Model</b>	<b>Fuel Type</b>	<b>Estimated Quantity</b>	<b>Annual Lease Amount per Vehicle</b>	<b>Total Estimated Lease Amount</b>
3004	Sport Utility Vehicle, 4x2, 7- Passenger:  State make and model offered: _____	Ford Escape or equal	E-85	1		
3005	Sport Utility Vehicle, 4x4: 7- Passenger:  State make and model offered: _____	Chevrolet Tahoe 2WD OR equal	E-85	1		
<b>TOTAL CLIN 3004 – 3005 (AGGREGATE GROUP 2):</b>						\$_____

Rates include \_\_\_\_\_ miles per year with a \_\_\_\_\_ per mile charge for each mile over \_\_\_\_\_.

**C. MODEL YEAR 2011- AGGREGATE GROUP THREE (3) –VANS**

	<b>Item Description: Make and Model</b>	<b>Make/Model</b>	<b>Fuel Type</b>	<b>Estimated Quantity</b>	<b>Annual Lease Amount per Vehicle</b>	<b>Total Estimated Lease Amount</b>
3006	Wagon Van, Compact 4x2, 7 passenger: Engine 3.3L V6  State make and model offered: _____	Dodge Grand Caravan SE or equal	E-85	47		
3007	Cargo Van, Compact 4x2, two (2) seater: Engine 3.3L V6  State make and model offered: _____	Dodge Grand Cargo Van or equal	E-85	3		
3008	Passenger Van: Engine 4.6L V8, 8 passenger:  State make and model Offered: _____	Ford E Series or equal	E-85	10		
3009	Passenger Van, 2 passenger:  State make and model offered: _____	Chevrolet Express or equal	E-85	5		
3010	Cargo Van, two (2) seater  State make and model offered: _____	Chevrolet Express or equal	E85	5		
<b>TOTAL CLIN 3006 – 3010 (AGGREGATE GROUP 3)</b>						\$_____

Rates include \_\_\_\_\_ miles per year with a \_\_\_\_\_ per mile charge for each mile over \_\_\_\_\_.

**D. MODEL YEAR 2011-AGGREGATE GROUP FOUR (4) "PICKUP TRUCK"**

	<b>Item Description: Make and Model</b>	<b>Make/Model</b>	<b>Fuel Type</b>	<b>Estimated Quantity</b>	<b>Annual Lease Amount per Vehicle</b>	<b>Total Estimated Lease Amount</b>
3011	Pickup, 4x4, 5 Passenger, Crew Cab: Engine 4.7L V8 State make and model offered: _____	Dodge Dakota TRX4 or equal	E-85	19		
3012	Pickup, 4x4, 6 Passenger Crew Cab: Engine 4.7 L V8 State make and model offered: _____	Dodge Ram SLT 1500 or equal	E-85	5		
3013	Pickup, 4x4, 6 Passenger Crew Cab: State make and model offered: _____	Chevrolet Silverado 1500 or equal	E-85	20		
3014	Pickup, 4x4, 5 Passenger Regular Cab: State make and model offered: _____	Chevrolet Silverado 1500 or equal	E-85	25		
3015	Pickup, 4x4, Regular Cab, 3 passenger: State make and model offered: _____	Ford F-150 XLT or equal	E-85	2		
3016	Pickup, 4x4, Extended Cab, 5 Passenger: State make and model offered: _____	Ford F-150 or equal	E-85	3		
<b>TOTAL CLIN 3011– 3016 (AGGREGATE GROUP 4):</b>						<b>\$_____</b>

Rates include \_\_\_\_\_ miles per year with a \_\_\_\_\_ per mile charge for each mile over \_\_\_\_\_.

**B.3.5 OPTION YEAR FOUR (4)**

**A. MODEL YEAR 2011-AGGREGATE GROUP ONE (1) – SEDANS**

	<b>Item Description: Make and Model</b>	<b>Make/Model</b>	<b>Fuel Type</b>	<b>Estimated Quantity</b>	<b>Annual Lease Amount per Vehicle</b>	<b>Total Estimated Lease Amount</b>
4001	Sedan, 5 passenger,4 door: State make and model offered: _____	Dodge Avenger or equal	E-85	8		
4002	Sedan, 5 Passenger 4-Door: State make and model offered: _____	Chevrolet Impala or equal	E-85	30		
4003	Sedan, 5 Passenger 4 Door: State make and model offered: _____	Chevrolet Malibu or equal	E-85	16		
<b>TOTAL CLIN 4001 - 4003 (AGGREGATE GROUP 1)</b>						\$ _____

Rates include \_\_\_\_\_ miles per year with a \_\_\_\_\_ per mile charge for each mile over \_\_\_\_\_.

**B. MODEL YEAR 2011-AGGREGATE GROUP TWO (2) - SUVs**

	<b>Item Description: Make and Model</b>	<b>Make/Model</b>	<b>Fuel Type</b>	<b>Estimated Quantity</b>	<b>Annual Lease Amount per Vehicle</b>	<b>Total Estimated Lease Amount</b>
4004	Sport Utility Vehicle, 4x2, 7- Passenger:  State make and model offered: _____	Ford Escape or equal	E-85	1		
4005	Sport Utility Vehicle, 4x4: 7- Passenger:  State make and model offered: _____	Chevrolet Tahoe 2WD OR equal	E-85	1		
<b>TOTAL CLIN 4004 – 4005 (AGGREGATE GROUP 2):</b>						\$_____

**2**

Rates include \_\_\_\_\_ miles per year with a \_\_\_\_\_ per mile charge for each mile over \_\_\_\_\_.

**C. MODEL YEAR 2011- AGGREGATE GROUP THREE (3) –VANS**

	<b>Item Description: Make and Model</b>	<b>Make/Model</b>	<b>Fuel Type</b>	<b>Estimated Quantity</b>	<b>Annual Lease Amount per Vehicle</b>	<b>Total Estimated Lease Amount</b>
4006	Wagon Van, Compact 4x2, 7 passenger: Engine 3.3L V6  State make and model offered: _____	Dodge Grand Caravan SE or equal	E-85	47		
4007	Cargo Van, Compact 4x2, two (2) seater: Engine 3.3L V6  State make and model offered: _____	Dodge Grand Cargo Van or equal	E-85	3		
4008	Passenger Van: Engine 4.6L V8, 8 passenger:  State make and model Offered: _____	Ford E Series or equal	E-85	10		
4009	Passenger Van, 2 passenger:  State make and model offered: _____	Chevrolet Express or equal	E-85	5		
4010	Cargo Van, two (2) seater  State make and model offered: _____	Chevrolet Express or equal	E85	5		
<b>TOTAL CLIN 4006 – 4010 (AGGREGATE GROUP 3)</b>						\$ _____

Rates include \_\_\_\_\_ miles per year with a \_\_\_\_\_ per mile charge for each mile over \_\_\_\_\_.

**MODEL YEAR 2011-AGGREGATE GROUP FOUR (4) "PICKUP TRUCK"**

	<b>Item Description: Make and Model</b>	<b>Make/Model</b>	<b>Fuel Type</b>	<b>Estimated Quantity</b>	<b>Annual Lease Amount per Vehicle</b>	<b>Total Estimated Lease Amount</b>
4011	Pickup, 4x4, 5 Passenger, Crew Cab: Engine 4.7L V8 State make and model offered: _____	Dodge Dakota TRX4 or equal	E-85	19		
4012	Pickup, 4x4, 6 Passenger Crew Cab: Engine 4.7 L V8  State make and model offered: _____	Dodge Ram SLT 1500 or equal	E-85	5		
4013	Pickup, 4x4, 6 Passenger Crew Cab:  State make and model offered: _____	Chevrolet Silverado 1500 or equal	E-85	20		
4014	Pickup, 4x4, 5 Passenger Regular Cab:  State make and model offered: _____	Chevrolet Silverado 1500 or equal	E-85	25		
4015	Pickup, 4x4, Regular Cab, 3 passenger:  State make and model offered: _____	Ford F-150 XLT or equal	E-85	2		
4016	Pickup, 4x4, Extended Cab, 5 Passenger:  State make and model offered: _____	Ford F-150 or equal	E-85	3		
<b>TOTAL CLIN 4011– 4016 (AGGREGATE GROUP 4):</b>						\$ _____

Rates include \_\_\_\_\_ miles per year with a \_\_\_\_\_ per mile charge for each mile over \_\_\_\_\_.

## SECTION C: STATEMENT OF WORK

### C.1 SCOPE OF SERVICES, SUPPLIES AND SCHEDULE

The District of Columbia, Department of Public Works, Fleet Management Administration (DPW-FMA), is seeking the services of an automotive leasing contractor(s) to meet District agencies' leasing needs by supplying the District with up to a maximum of 200 Alternative Fuel (AF) vehicles. The vehicles leased to the District shall consist of light and medium vehicles ranging from sedans, vans, trucks and SUVs.

The composition and number of vehicles leased may change from year-to-year and without prior notice, but shall not exceed a yearly ceiling count of 200 vehicles.

#### C.1.1 DEFINITIONS

- C.1.1.1 **“Alternative Fuel”** – a fuel other than gasoline or diesel for powering motor vehicles, often with improved energy efficiency and pollution reduction features.
- C.1.1.2 **“Automotive Equipment”** –cars, trucks, buses, vans and specialty vehicles of a light, medium, and heavy duty nature.
- C.1.1.3 **“Buyer”** – shall mean the District of Columbia.
- C.1.1.4 **“Fair Market Value”** –the appraisal of a vehicle based on an estimate of what a buyer would pay seller for the cost of a similar vehicle in current market conditions. This can generally be determined by the Kelly Blue Book values.
- C.1.1.5 **“Normal Wear and Tear” (NW&T)** –damage that occurs naturally and inevitably due to the normal use or aging that result in depreciation of value even when used competently and with care and maintenance.
- C.1.1.6 **“Excessive Wear and Tear”** –damage resulting from a collision, accident, incident that manifest in the form of severe dents, scratches, seriously stained interior parts such floor carpet and seats, torn material and broken equipment.
- C.1.1.7 **“DMV”** – means the District of Columbia Department of Motor Vehicles.
- C.1.1.8 **“Canceiver/VIT Component”** – an electronic fuel technology device designed for installation on automotive vehicles with the sole purpose of measuring daily fuel consumption.

- C.1.1.9** “Free On Board” –seller’s delivery of a good aboard a train, ship, freight, etc., at the point of shipment, without charge to the buyer.

## **C.2 BACKGROUND**

DPW-FMA is authorized by Council of the District of Columbia and the Mayor to serve as the District’s central vehicle acquisition office for procuring leased and government-owned vehicles and equipment. In support of this mandate, the Department of Public Works (DPW-FMA) administers several alternative transportation programs to DC government agencies. One of the programs is the Alternative Fuel Lease Program. This program currently maintains a fleet of about 147 leased vehicles yearly. FMA has been in the business of leasing primarily light duty vehicles to DC government agencies for more than 10 years. In most cases, agencies that choose leasing seek a shorter duration of vehicle ownership in comparison to purchase. Acquisition of leased vehicles are intended to serve each agency’s own business purpose, which may range from transporting equipment, personnel, and loading materials to performing regular courier services and daily city services.

## **C.3 REQUIREMENTS**

### **C.3.1 Submission of Lease Orders**

- C.3.1.1** The District anticipates ordering the vehicles listed in Section B.3 and reserves the right to order additional quantities of vehicles after the effective date of award to assist with any unforeseen program needs.
- C.3.1.2** Any supplies and services to be furnished under this contract must be ordered by issuance of Purchase Orders by the Contracting Officer (CO). Such orders may be issued during the term of this contract. A Purchase Order is considered “issued” once the Contractor has received it along with a Lease Order Worksheet (see Attachment J.8). FMA will transmit to the Contractor via email or fax the District’s official Lease Order Worksheet containing the following categories and information: P.O. number, make/model and body style, quantity, fuel type, user-agency name, monthly lease rate, and a column for the Contractor to provide the projected delivery date of each order. All Purchase Orders are subject to the terms and conditions of this contract. In the event of a conflict between a Purchase Order and this contract, the contract shall control.
- C.3.1.3** Contractor shall supply the District with vehicles listed in Section B.3 or an Alternative Fuel Vehicle (AFV) equivalent in the District’s standard color of bright white and a 4-speed automatic transmission unless otherwise stated. Contractor shall provide a projected delivery date for each vehicle ordered, which must be listed on the Lease Order Worksheet and returned to FMA

within 7 days after receipt. Notification to the District is required where vehicles ‘as selected’ on the lease order are not available. Contractor shall proceed with recommending an equivalent vehicle for replacement for CA’s approval.

- C.3.1.4** The standard color for all vehicles leased under this Agreement shall be bright white.
- C.3.1.5** The Contractor shall only supply alternative fuels such as E-85 (FFV), Electric and Biofuel vehicles shall be supplied to the District, unless otherwise indicated. Evidence of alternative fuel shall be documented on the Contractor’s vehicle delivery paperwork and submitted to the CA as well as included on the exterior or interior of vehicle.
- C.3.1.6** The Contractor shall immediately notify FMA and refrain from placing any unauthorized lease/purchase orders received from a DC government agency until FMA sends Contractor final written approval of the agency’s lease order.
- C.3.1.7** Lease Orders that cannot be filled by the contractor due to late submission, early build-out date or any unforeseen circumstances may be substituted for a comparable make and model as determined by DC-FMA.

### **C.3.2 Vehicle Delivery, Inspection and Tags**

- C.3.2.1** The Contractor shall deliver leased vehicles to FMA within 60-90 days after Contactor’s receipt of FMA’s Lease Order Worksheet. Delivery of all vehicles shall be made between the hours of 9:00 a.m. – 3:30 p.m. to the following site:

Department of Public Works  
Fleet Management Administration  
1725 15<sup>th</sup> Street, NE  
Washington, DC 20002

The FMA Point of Contacts for delivery is:

- (a) Jeanette Callender    or    (b) Angela Coates  
(202) 576-7847                      (202) 576-6504

- C.3.2.2** At the time of delivery, both parties shall complete and sign DC-FMA’s Inspection/Delivery Receipt Form that evidences that the vehicle and features conform to the goods ordered and such document shall be retained as an official record of delivery and acceptance for audit purpose. FMA shall reserve the right to reject and return to the Contractor any vehicle or

equipment that does not conform to the District's purchase order. The Contractor shall remedy the situation within 15 business days.

**C.3.2.3** All leased vehicles delivered to FMA must contain a District of Columbia Government license plate, registration and window sticker. The Contractor shall be initially responsible for obtaining required safety emission inspection, license plate, tags, and registration for all equipment prior to delivery. When the Contractor receives renewed or replacement tags and registrations, the Contractor shall deliver them to FMA in-person or via postage mail to the address and to the attention of either person listed in Section C.3.2.1.

**C.3.2.4** Safety Inspection Sticker: After the first year, the District shall bear the responsibility for renewing the Safety Inspection Sticker on each leased vehicle with FMA sending a copy of each DMV Inspection Report received from the user-agency to the Contractor.

**C.3.2.5** Registration and Tags: The Contractor shall bear the responsibility and cost for ensuring that all registrations and tags are timely renewed prior to the expiration date. When FMA notifies the Contractor that the registration and tag is due to expire within 30-60 days, Contractor must not delay, but proceed with getting registration and tags timely renewed to avoid DC user-agencies from driving illegally on the road.

**C.3.2.7** FMA will reimburse the Contractor for only renewal fees incurred to acquire registrations and tags, provided each vehicle leased to the District is properly supported by official documentation that shows each make, model, VIN and associated charge.

### **C.3.3 Lease Term**

**C.3.3.1** The term of the initial lease will be 12 months. The District may extend an annual basis all or part of any lease. Refer to section F.2 Option to Extend Term of Contract.

**C.3.3.2** For each lease renewal period, the Contractor shall generate and submit to the CA a professional spreadsheet that provides the make, model, VIN, model year, and monthly lease rate for each lease term and the beginning and ending lease dates of each vehicle. The Contractor shall submit the spreadsheet no later than 45 days prior to the beginning of the new lease term.

**C.3.3.3** At the end of any Lease Term, the Contractor agrees to permit the District to retain existing leased vehicles until new replacements are delivered, this agreement may be six months or less and at the same lease rate.

**C.3.3.4** DC-FMA reserves the right to purchase a vehicle under a buy-out option at fair market value.

#### **C.3.4 Preventative Maintenance and Repair**

The District's Repair Facility located at 1833 W. Virginia Avenue, NE will perform scheduled Preventative Maintenance (PM) services on vehicles leased under this contract. Repair services may also be provided by one of DC FMA's automotive maintenance repair vendors. However, vehicles requiring automotive repairs attributable to a defect shall be sent to and performed by an authorized automotive dealership in accordance with the manufacturer's warranty guidelines.

#### **C.3.5 Lease-End, Post-Delivery Inspection and Return**

Thirty (30) days prior to expiration or termination of a lease, the Contractor shall be notified in writing of all pending vehicle returns to FMA. When a leased vehicle is physically returned to FMA's premises, the CA will notify the Contractor. Upon receipt of the CA's written vehicle return notification, the Contractor shall schedule within seven (7) business days a joint post-inspection of each leased vehicle prior to pick-up.

**C.3.5.1** The Lease-End Inspection shall occur between the hours of 9:00 a.m. to 12:00 p.m., or from 1:00 p.m. to 4:00 p.m., on FMA's Vehicle Return Lot located at 1725 15<sup>th</sup> Street, N.E. After the Contractor completes a full inspection of the vehicle, which also includes pictures of the damaged areas, a signed copy of the DC-FMA Lease-End Inspection Report shall be submitted to the CA as evidence and completion of an official inspection.

**C.3.5.2** The Contractor shall not assess fees for normal wear and tear conditions as defined in Section C.1.1.5. The Contractor may charge for only excessive wear and tear sustained to a leased vehicle, meaning damages that surpass the scope of normal wear and tear.

**C.3.5.3** After post-inspection, the Contractor shall make arrangements with the CA to retrieve any leased vehicle from FMA's premises within five (5) business days.

#### **C.3.6 Lease Charges and Invoicing**

**C.3.6.1** The Contractor shall issue a professionally created monthly invoice depicting the make, model, VIN and associated lease rate of each vehicle to the CA no later than the 8<sup>th</sup> day of each month.

**C.3.6.2** Contractor shall bill and reflect the total invoice amount on the first page. Invoices shall be submitted to the address specified on the Contractor's

Purchase Order. The CA shall review and approve the invoice amount for only active leased vehicles and prorated vehicle returns.

- C.3.6.3** The CA shall notify the Contractor of any billing discrepancies and collaborate to reach a mutual understanding and agreement to the proper amount to be charged prior to final approval and submission to the OCFO. The District will issue payment only upon receipt of a correctly modified invoice.
- C.3.6.4** After the lease period, The Contractor shall assess pro-rated charges to any leased vehicle returned to FMA after the 23<sup>rd</sup> of each month, except February. Billing for a leased vehicle shall terminate after a joint post-inspection is completed per vehicle or seven (7) days after written notification to the Contractor that vehicle was returned and a timely post inspection failed to ensue on vehicle, whichever occurs first.
- C.3.6.5** The Contractor shall make every effort to perform a timely joint post-inspection on each returned vehicle within the seven (7) days allotted, unless otherwise mutually agreed. In the event of a rescheduled post-inspection, billing shall cease as of the last date when the first scheduled inspection would have occurred.

### **C.3.7 Vehicle Redeployment**

In the event of an early vehicle return to FMA because of program changes or budgetary constraints, FMA shall have the option to redeploy the lease vehicle to another DC user-agency for the duration of the remaining lease term, provided remaining lease term is more than two (2) months. All terms, conditions and the monthly lease rate associated with the lease of a vehicle shall remain unchanged.

### **C.3.8 Equipment Installation**

FMA is federally mandated to monitor and track fuel consumption in all its leased and government-owned vehicles. FMA uses the EJ Ward fueling system, which includes the installation of the Canceiver/VIT/ component per vehicle, for the purpose of capturing fuel information. As a fulfillment of this mandate, FMA requires the Contractor's consent to installation of the fuel ring technology on leased vehicles.

**SECTION D: PACKAGING AND MARKING**

Not Applicable

## **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 and clause number six (6) Inspection of Services, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007.
- 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: PERIOD OF PERFORMANCE AND DELIVERABLES**

**F.1. TERM OF AGREEMENT**

The term of this agreement shall be for a period of one year (1) from the date of award.

**F.2. OPTION TO EXTEND THE TERM OF THE AGREEMENT**

**F.2.1** The Government may extend the term of this agreement for a period of four, one (1) year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

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

**F.2.3** The price for the option period shall be as specified in the contract.

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

**F.3 SHIPPING INSTRUCTIONS, CHARGES AND FREIGHT**

**F.3.1** Prepay and FREIGHT CHARGES ARE NOT AUTHORIZED TO THE Government of the District of Columbia. Contractor shall be responsible for all prepay and added freight charges.

**F.4 DELIVERABLES**

<b>SOW Section</b>	<b>Deliverable</b>	<b>Quantity</b>	<b>Format/Method of Delivery</b>	<b>Due Date</b>
C.3.1.5	AFV status documentation	1	Hard copy to CA	On delivery of vehicle
C.3.5.1	DC-FMA Lease-End Inspection Report	1	Hard copy to CA	At the end of the official inspection

**F.5** The Contractor shall submit to the District, as a deliverable, the report described in section H.5.5 which is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, the District shall not make final payment to the Contractor pursuant to section G.3.2.

## **SECTION G: CONTRACT ADMINISTRATION**

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

- G.1.1** The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.
- G.1.2** The District will pay the Contractor on or before the 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 Contract Administrator (CA) specified in Section G.9 below. The address of the CFO is:

**Department of Public Works  
Office of the Chief Financial Officer  
2000 14<sup>th</sup> Street, N.W., 6<sup>th</sup> Floor  
Washington, D.C. 20009  
202-671-2300**

- G.2.2** To constitute a proper invoice, the Contractor shall submit the following information on the invoice:
- G.2.2.1** Contractor's name, federal tax ID and invoice date (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 First Source Employment Agreement requirements, final request for payment must be accompanied by the report or a waiver of compliance discussed in section H.5.5.

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

### **G.4 PAYMENT**

The District will make payment on a monthly basis equal to 1/12 of the annual lease payment as specified in section B.3 for each vehicle actually leased.

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

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

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

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

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

### **G.6 THE QUICK PAYMENT CLAUSE**

#### **G.6.1 Interest Penalties to Contractors**

**G.6.1.1** The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 *et seq.*, for the period beginning on the day after the required payment date and ending on the date on

which payment of the amount is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before:

- a) the 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% 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 Subcontract requirements**

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

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

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

**Gena Johnson**  
**Office of Contracting and Procurement**  
**Transportation and Specialty Equipment Commodity Group**  
**2000 14<sup>th</sup> Street, NW, 6<sup>th</sup> Floor**  
**Washington, DC 20009**  
**202-671-2205**  
[Gena.johnson@dc.gov](mailto:Gena.johnson@dc.gov)

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

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

## **G.9 CONTRACT ADMINISTRATOR (CA)**

- G.9.1** The CA is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. The CA has the responsibility of ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:
- G.9.1.1** Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract;
  - G.9.1.2** Coordinating site entry for Contractor personnel, if applicable;
  - G.9.1.3** Reviewing invoices for completed work and recommending approval by the CO if the Contractor's prices and costs are consistent with the contractual amounts and progress is satisfactory and commensurate with the rate of expenditure;
  - G.9.1.4** Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the District's payment provisions; and

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

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

**Angela Coates**  
**Department of Public Works**  
**Fleet Services Division**  
**1725 15<sup>th</sup> Street, N.E.**  
**Washington, DC 20002**  
**202-576-6504**  
[Angela.coates@dc.gov](mailto:Angela.coates@dc.gov)

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

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

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

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

### **H.1 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES**

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

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

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

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

The Contractor shall be bound by the Wage Determination No. 2005-2103, Revision 10, dated June 15, 2010 issued by the U.S. Department of Labor in accordance with the Service Contract Act, 41 U.S.C. §351 *et seq.*, and incorporated herein as Section J.2. The Contractor shall be bound by the wage rates for the term of the contract subject to revision as stated herein and in accordance with Section 24 of the SCP. If an option is exercised, the Contractor shall be bound by the applicable wage rates at the time of the exercise of the option. If the option is exercised and the CO obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

### **H.3 PUBLICITY**

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

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

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

immediately send the request to the CA who will provide the request to the FOIA Officer for the agency with programmatic responsibility in accordance with the D.C. Freedom of Information Act. If the agency with programmatic responsibility receives a request for a record maintained by the Contractor pursuant to the contract, the CA will forward a copy to the Contractor. In either event, the Contractor is required by law to provide all responsive records to the CA within the timeframe designated by the CA. The FOIA Officer for the agency with programmatic responsibility will determine the releasability of the records. The District will reimburse the Contractor for the costs of searching and copying the records in accordance with D.C. Official Code §2-532 and Chapter 4 of Title 1 of the *D.C. Municipal Regulations*.

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

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

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

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

**H.5.3** The Contractor shall submit to DOES, no later than the 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% 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:

- J. 7 .** A good faith effort to comply is demonstrated by the Contractor;
- (2) The Contractor is located outside the Washington Standard Metropolitan Statistical Area and none of the contract work is performed inside the Washington Standard Metropolitan Statistical Area which includes the District of Columbia; the Virginia Cities of Alexandria, Falls Church, Manassas, Manassas Park, Fairfax, and Fredericksburg, the Virginia Counties of Fairfax, Arlington, Prince William, Loudoun, Stafford, Clarke, Warren, Fauquier, Culpeper, Spotsylvania, and King George; the Maryland Counties of Montgomery, Prince Georges, Charles, Frederick, and Calvert; and the West Virginia Counties of Berkeley and Jefferson.
  - (3) The Contractor enters into a special workforce development training or placement arrangement with DOES; or
  - (4) DOES certifies that there are insufficient numbers of District residents in the labor market possessing the skills required by the positions created as a result of the contract.

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

**H.5.8** Willful breach of the First Source Employment Agreement, or failure to submit the report pursuant to section H.5.5, or deliberate submission of falsified data, may be enforced by the CO through imposition of penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract. The Contractor shall make

payment to DOES. The Contractor may appeal to the D.C. Contract Appeals Board as provided in this contract any decision of the CO pursuant to this section H.5.8.

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

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

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

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

During the performance of this contract, the Contractor and any of its subcontractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. See 42 U.S.C. §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 501I(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501I(3));
- (9) Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code § 44-501); and
- (10) 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.

## **SECTION I: CONTRACT CLAUSES**

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

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

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

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

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

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

### **I.4 TIME**

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

### **I.5 RIGHTS IN DATA**

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

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

financial, administrative, cost and pricing, and management data or other information incidental to contract administration.

- I.5.3** The term “Computer Software”, as used herein means computer programs and computer databases. “Computer Programs”, as used herein means a series of instructions or statements in a form acceptable to a computer, designed to cause the computer to execute an operation or operations. “Computer Programs” include operating systems, assemblers, compilers, interpreters, data management systems, utility programs, sort merge programs, and automated data processing equipment maintenance diagnostic programs, as well as applications programs such as payroll, inventory control and engineering analysis programs. Computer programs may be either machine-dependent or machine-independent, and may be general purpose in nature or designed to satisfy the requirements of a particular user.
- I.5.4** The term “computer databases”, as used herein, means a collection of data in a form capable of being processed and operated on by a computer.
- I.5.5** All data first produced in the performance of this Contract shall be the sole property of the District. The Contractor hereby acknowledges that all data, including, without limitation, computer program codes, produced by Contractor for the District under this Contract, are works made for hire and are the sole property of the District; but, to the extent any such data may not, by operation of law, be works made for hire, Contractor hereby transfers and assigns to the District the ownership of copyright in such works, whether published or unpublished. The Contractor agrees to give the District all assistance reasonably necessary to perfect such rights including, but not limited to, the works and supporting documentation and the execution of any instrument required to register copyrights. The Contractor agrees not to assert any rights in common law or in equity in such data. The Contractor shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.
- I.5.6** The District will have restricted rights in data, including computer software and all accompanying documentation, manuals and instructional materials, listed or described in a license or agreement made a part of this contract, which the parties have agreed will be furnished with restricted rights, provided however, notwithstanding any contrary provision in any such license or agreement, such restricted rights shall include, as a minimum the right to:
- I.5.6.1** Use the computer software and all accompanying documentation and manuals or instructional materials with the computer for which or with which it was acquired, including use at any District installation to which the computer may be transferred by the District;

**I.5.6.2** Use the computer software and all accompanying documentation and manuals or instructional materials with a backup computer if the computer for which or with which it was acquired is inoperative;

**I.5.6.3** Copy computer programs for safekeeping (archives) or backup purposes; and modify the computer software and all accompanying documentation and manuals or instructional materials, or combine it with other software, subject to the provision that the modified portions shall remain subject to these restrictions.

**I.5.7** The restricted rights set forth in section I.5.6 are of no effect unless

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

**RESTRICTED RIGHTS LEGEND**

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

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

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

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

**I.5.10** For all computer software furnished to the District with the rights specified in Section I.5.5, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope specified in Section I.5.5. For all computer software furnished to the

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

**I.5.11** The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.

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

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

## **I.6 OTHER CONTRACTORS**

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

## **I.7 SUBCONTRACTS**

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

## I.8 INSURANCE

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

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

## **I.9 EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 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.10 ORDER OF PRECEDENCE**

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

## **ORDER OF PRECEDENCE**

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

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

### **I.11 CONTRACTS IN EXCESS OF ONE MILLION DOLLARS**

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

### **I.12 GOVERNING LAW**

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

### **I.13 ESTIMATED QUANTITIES**

It is the intent of the District to secure a contract for all of the needs of the designated agencies for items specified herein which may occur during the contract term. The District agrees that it will purchase its requirements of the articles or services included herein from the Contractor. Articles or services specified herein have a history of repetitive use in the District agencies. The estimated quantities stated in the IFB reflect the best estimates available. They shall not be construed to limit the quantities which may be ordered from the Contractor by the District or to relieve the Contractor of his obligation to fill all such orders. Orders will be placed from time to time if and when needs arise for delivery, all charges prepaid, to the ordering agency. The District does not guarantee to order any specific quantities of any item(s) or work hours of service.

### **I.14 CONTINUITY OF SERVICES**

- I.14.1** The Contractor recognizes that the services provided under this contract are vital to the District and must be continued without interruption and that, upon contract expiration or termination, a successor, either the District or another contractor, at the District's option,

may continue to provide these services. To that end, the Contractor agrees to exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

**I.14.2** The Contractor shall, upon the CO's written notice:

**I.14.2.1** Extend the lease for a period up to 6 months from contract expiration at the then current lease price; and

**I.14.2.2** Negotiate in good faith a plan with a successor or the CA to determine the nature and extent of phase-in, phase-out services required. The plan shall specify procedures for return of the vehicles and a timeline, and shall be subject to the CO's approval.

**I.14.3** The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.

**I.14.4** Only in accordance with a modification issued by the Contracting Officer, the Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations).

## SECTION J: ATTACHMENTS

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

<b>Attachment Number</b>	<b>Document</b>
<b>J.1</b>	Government of the District of Columbia Standard Contract Provisions for Use with the Supplies and Services Contracts (March 2007) available at <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on “Solicitation Attachments”
<b>J.2</b>	U.S. Department of Labor Wage Determination 2005-2103, Revision 10, dated June 15, 2010
<b>J.3</b>	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”
<b>J.4</b>	Department of Employment Services First Source Employment Agreement available at <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on “Solicitation Attachments”
<b>J.5</b>	Way to Work Amendment Act of 2006 – Living Wage Notice
<b>J.6</b>	Way to Work Amendment Act of 2006 – Living Wage Fact Sheet
<b>J.7</b>	Tax Certification Affidavit available at <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on “Solicitation Attachments”
<b>J.8</b>	Lease Order Worksheet

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

**K.1 TYPE OF BUSINESS ORGANIZATION**

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

(a) It operates as:

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

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

- an individual,
- a joint venture, or
- a corporation registered for business in \_\_\_\_\_

(Country)

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

Mayor's Order 85-85, "Compliance with Equal Opportunity Obligations in Contracts", dated June 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 (Attachment J.1), "District Employees Not To Benefit" will benefit from this contract.

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

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

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

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

1) The prices in this contract have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any bidder or competitor relating to:

- (i) those prices
- (ii) the intention to submit a contract, or
- (iii) the methods or factors used to calculate the prices in the contract.

- 2) The prices in this contract have not been and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before contract opening unless otherwise required by law; and
  - 3) No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit a contract for the purpose of restricting competition.
- (b) Each signature on the bid is considered to be a certification by the signatory that the signatory:
- 1) Is the person in the bidder's organization responsible for determining the prices being offered in this contract, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
  - 2) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above:

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***(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 TAX CERTIFICATION**

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

#### **K.7 CERTIFICATION OF ELIGIBILITY**

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

A. is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility under any federal, District or state statutes;

2. has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal, District or state agency within the past three (3) years;

3. does not have a proposed debarment pending; and

4. has not been indicted, convicted, or had a civil judgment rendered against it or them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

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

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## 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 a single contract per aggregate group 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**. 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-2011-B-0015 Vehicles Leasing"**.
- 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.2.5** A bidder does not have to submit a bid for all aggregate groups, however, the bidder must submit a price for all CLINs within each aggregate group for which the bidder is submitted a bid in order to be considered. Bids that fail to contain a price for all CLINs within an aggregate group for the base and option years will be rejected.

### L.3 FAMILIARIZATION WITH CONDITIONS

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

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

Bids must be submitted no later than 2:00 pm local time on November 18, 2010 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 in Section A.8 of the cover page.

#### **L.8 ERRORS IN BIDS**

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

#### **L.9 QUESTIONS ABOUT THE SOLICITATION**

If a prospective bidder has any questions relative to this solicitation, the prospective bidder shall submit the questions in writing to the CO. The prospective bidder shall submit questions no later than **10** days prior to the closing date and time indicated for this solicitation. The District will not consider any questions received less than **10** days before the date set for submission of bids. The District will furnish responses promptly to all prospective bidders. An amendment to the solicitation will be issued, if that information is necessary in submitting bids, or if the lack of it would be prejudicial to any prospective bidders. Oral explanations or instructions given before the award of the contract will not be binding.

#### **L.10 FAILURE TO SUBMIT BIDS**

Recipients of this solicitation not responding with a bid should not return this solicitation. Instead, they should advise the CO, Office of Contracting and Procurement, Transportation and Specialty Equipment Commodity Group, 2000 14<sup>th</sup> Street, NW, 6<sup>th</sup> Floor, Washington, DC 20009, 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, Office of Contracting and Procurement, Transportation and Specialty Equipment Commodity Group, of the reason for not submitting a bid in response to this solicitation. If a recipient does not submit a bid and does not notify the CO, Office of Contracting and Procurement, Transportation and

Specialty Equipment Commodity Group, that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

## **L.11 BID PROTESTS**

Any actual or prospective bidder or contractor who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than ten (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, N.W., Suite N350, Washington, D.C. 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 BIDS WITH OPTION YEARS**

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

#### **L.15 LEGAL STATUS OF BIDDER**

Each bid must provide the following information:

**L.15.1** Name, address, telephone number and federal tax identification number of bidder;

**L.15.2** A copy of each District of Columbia license, registration or certification that the bidder is required by law to obtain. This mandate also requires the bidder to provide a copy of the executed "Clean Hands Certification" that is referenced in D.C. Official Code §47-2862, if the bidder is required by law to make such certification. If the bidder is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the bid shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and

**L.15.3** If the bidder is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.

#### **L.16 BID OPENING**

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

#### **L.17 CERTIFICATES OF INSURANCE**

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

## **L.18 GENERAL STANDARDS OF RESPONSIBILITY**

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

- L.18.1** Evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.
- L.18.2** Evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- L.18.3** Evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.
- L.18.4** Evidence of compliance with the applicable District licensing and tax laws and regulations.
- L.18.5** Evidence of a satisfactory performance record, record of integrity and business ethics.
- L.18.6** Evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.
- L.18.7** Evidence of other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- L.18.8** If the prospective contractor fails to supply the information requested, the CO shall make the determination of responsibility or nonresponsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the CO shall determine the prospective contractor to be nonresponsible.

## **L.19 BRAND NAME OR EQUAL**

- L.19.1** As used in this clause, the term “brand name” includes identification of products by make and model.
- L.19.2** If items called for by this IFB 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 IFB.

**L.19.3** 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 IFB.

**L.19.4** 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 IFB, or such product shall be otherwise clearly identified in the bid.

**L.19.5** 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.19.6** 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 IFB, 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.19.7** If the bidder proposes to modify a product so as to make it conform to the requirements of the IFB, it shall (i) include in its bid a clear description of such proposed modifications, and (ii) clearly mark any descriptive material to show the proposed modifications.

**L.19.8** Modifications proposed after bid opening to make a product conform to a brand name product referenced in the IFB will not be considered.

## **SECTION M: EVALUATION FACTORS**

### **M.1 PREFERENCES FOR CERTIFIED BUSINESS ENTERPRISES**

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

#### **M.1.1 Application of Preferences**

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

- M.1.1.1** Any prime contractor that is a small business enterprise (SBE) certified by the Department of Small and Local Business Development (DSLBD) will receive a three percent (3%) reduction in the bid price for a bid submitted by the SBE in response to this IFB.
- M.1.1.2** Any prime contractor that is a resident-owned business (ROB) certified by DSLBD will receive a five percent (5%) reduction in the bid price for a bid submitted by the ROB in response to this IFB.
- M.1.1.3** Any prime contractor that is a longtime resident business (LRB) certified by DSLBD will receive a ten percent (10%) reduction in the bid price for a bid submitted by the LRB in response to this IFB.
- M.1.1.4** Any prime contractor that is a local business enterprise (LBE) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the LBE in response to this IFB.
- M.1.1.5** Any prime contractor that is a local business enterprise with its principal offices located in an enterprise zone (DZE) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the DZE in response to this IFB.
- M.1.1.6** Any prime contractor that is a disadvantaged business enterprise (DBE) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the DBE in response to this IFB.

**M.1.1.7** Any prime contractor that is a veteran-owned business (VOB) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the VOB in response to this IFB.

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

### **M.1.2 Maximum Preference Awarded**

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

### **M.1.3 Preferences for Certified Joint Ventures**

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

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

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

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

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

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

## **M.2 EVALUATION OF OPTION YEARS**

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