

## Attachment B

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Form of Offer Letter

Mr. Brian J. Hanlon  
[DATE]  
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Attachment B

[Contractor's Letterhead]

[Insert Date]

District of Columbia Department of General Services  
2000 14<sup>th</sup> Street, NW, 8<sup>th</sup> Floor  
Washington, DC 20009

Attn: Mr. Brian J. Hanlon  
Director/Chief Contracting Officer

Reference: Request for Proposals – DOH Pharmaceutical Warehouse Expansion and  
Renovation

Dear Mr. Hanlon:

On behalf of [INSERT NAME OF BIDDER] (the "Offeror"), I am pleased to submit this proposal in response to the Department of General Services' (the "Department" or "DGS") Request for Proposals (the "RFP") for **DOH Pharmaceutical Warehouse Expansion and Renovation**. The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the "Bid Documents") and has conducted such due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary in order to submit its Proposal in response to the RFP. The Offeror's proposal and the Lump Sum Prices, for the Base Bid and Add Alternates No. 1 and No. 2 are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents. (Collectively, the proposal and the Lump Sum Prices are referred to as the "Offeror's Bid".)

The Offeror's Bid is as follows:

CLIN	DESCRIPTION – BASE BID	LUMP SUM PRICE
0001	Expansion and Renovation of the DOH Pharmaceutical Warehouse	\$ _____
<b>ADD ALT</b>	<b>SCHEDULE OF ADD ALTERNATES</b>	
1	Renovation of Room 119	\$ _____
2	Construction of a straight slope fabric canopy above the stairs, and the replacement of the windows in Room 119	\$ _____

The Offeror, for CLIN 0001 and each of the Add Alternates must submit the price for each component of work (Divisions) listed on the Price Breakdown Forms (Exhibit 1). The sum of all the prices for each Division Component must equal the Lump Sum Price for CLIN 0001 and each Add Alternates. In the event of discrepancies, between or among the Lump Sum Prices and the Price Breakdowns, the Lump Sum Prices shall control.

The Offeror acknowledges and understands that the Lump Sum Prices are a firm, fixed prices and intended to be Offeror's sole compensation for the services required under the contract and should include sufficient funding for all of the Offeror's costs associated with the work, including, but not limited to, labor, tools and equipment, materials and supplies, and overhead, insurance and profit. Failure to submit the complete Price Breakdown for CLIN 0001 and each Add Alternates shall not to any extent qualify the Offeror's commitment to complete the entire project at the above stated Lump Sum Prices. The District may use the Price Breakdown as a guide during contract administration.

The Offeror's Bid is based on and subject to the following conditions:

1. The Offeror agrees to hold its proposal open for a period of at least one hundred twenty (120) days after the RFP closing date.
2. Assuming the Offeror is selected by the Department and subject only to the changes requested in paragraph 5, the Offeror agrees to enter into a contract with the Department on the terms and conditions described in the Proposal Documents within ten (10) days of the notice of the award.
3. Both the Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this bid form and bind the Offeror to the terms of the Offeror's proposal. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror in order to authorize the terms of the Offeror's proposal.
4. The Offeror and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a proposal in response to the RFP in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.

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5. The Offeror's proposal is subject to the following requested changes to the Form of Contract: [INSERT REQUESTED CHANGES. OFFERORS ARE ADVISED THAT THE CHANGES SO IDENTIFIED SHOULD BE SPECIFIC SO AS TO PERMIT THE DEPARTMENT TO EVALUATE THE IMPACT OF THE REQUESTED CHANGES IN ITS REVIEW PROCESS. GENERIC STATEMENTS, SUCH AS "A MUTUALLY ACCEPTABLE CONTRACT" ARE NOT ACCEPTABLE. OFFERORS ARE FURTHER ADVISED THAT THE DEPARTMENT WILL CONSIDER THE REQUESTED CHANGES AS PART OF THE EVALUATION PROCESS.]

6. The Offeror hereby certifies that neither it nor any of its team members have entered into any agreement (written or oral) that would prohibit any contractor, subcontractor or subconsultant that is certified by the District of Columbia Office of Department of Small and Local Business Enterprises as a Local, Small, Resident Owned or Disadvantaged Business Enterprise (collectively, "LSDBE Certified Companies") from participating in the work if another company is awarded the contract.

7. This Offer Letter Form and the Offeror's Bid are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

**EXHIBIT 1**

**PRICE BREAKDOWN FORMS**

**DOH PHARMACEUTICAL WAREHOUSE EXPANSION AND RENOVATION**

**BASE BID**

**PRICE BREAKDOWN FORM (Submit with a cover letter on Company letterhead signed and dated by an authorized representative).** In conjunction with this form, the Bidder shall provide a detailed breakdown of pricing for each Division and submit with its bid.

**CLIN 0001:** Expansion and Renovation of the DOH Pharmaceutical Warehouse, in accordance with Section B, of this solicitation package and the drawings and specifications, titled DGS – DOH Pharmaceutical Warehouse Expansion, dated 04/02/14 (Attachment A).

*DIVISION	DESCRIPTION	TOTAL PRICE BREAKDOWN
Div. 01	General Requirements	
Div. 02	Existing Conditions (including Abatement and Demolition of existing structure)	
Div. 03	Concrete	
Div. 04	Masonry	
Div. 05	Metals	
Div. 06	Wood, Plastics, and Composites	
Div. 07	Thermal and Moisture Protection	
Div. 08	Doors and Windows	
Div. 09	Finishes	
Div. 10	Specialties	
Div. 11	Equipment	
Div. 12	Furnishings	
Div. 13	Special Construction	
Div. 14	Conveying Systems	
Div. 21	Fire Suppression	
Div. 22	Plumbing	
Div. 23	Heating, Ventilation, and Air Conditioning	
Div. 26	Electrical	
Div. 27	Communications	
Div. 28	Electronic Safety and Security	
Div. 31	Earthwork	
Div. 32	Exterior Improvements	
Div. 33	Utilities	
Div. 34	Transportation	
	<b>Lump Sum Price</b>	\$.....

\*DIVISION means a discrete component of the work for which a separate price is requested. The "Total Price Breakdown" is the sum total of all components, and must equal the Lump Sum Price.

**DOH PHARMACEUTICAL WAREHOUSE EXPANSION AND RENOVATION**

**ADD ALTERNATE NO. 1**

**PRICE BREAKDOWN FORM (Submit with a cover letter on Company letterhead signed and dated by an authorized representative.)** In conjunction with this form, the Bidder shall provide a detailed breakdown of pricing for each Division and submit with its bid.

**Add Alternate No. 1:** The DOH Pharmaceutical Warehouse Building also houses the Department of Human Services (DHS) Warehouse. (Room 119 adjacent to the same space) The proposed expansion of Room 119 is for the DOH Mail Order Program. In the design, we programmed Room 119 as an Add Alternate No. 1 to the base contract, with a separate pricing.

*DIVISION	DESCRIPTION	TOTAL PRICE BREAKDOWN
Div. 01	General Requirements	
Div. 02	Existing Conditions (including Abatement and Demolition of existing structure)	
Div. 03	Concrete	
Div. 04	Masonry	
Div. 05	Metals	
Div. 06	Wood, Plastics, and Composites	
Div. 07	Thermal and Moisture Protection	
Div. 08	Doors and Windows	
Div. 09	Finishes	
Div. 10	Specialties	
Div. 11	Equipment	
Div. 12	Furnishings	
Div. 13	Special Construction	
Div. 14	Conveying Systems	
Div. 21	Fire Suppression	
Div. 22	Plumbing	
Div. 23	Heating, Ventilation, and Air Conditioning	
Div. 26	Electrical	
Div. 27	Communications	
Div. 28	Electronic Safety and Security	
Div. 31	Earthwork	
Div. 32	Exterior Improvements	
Div. 33	Utilities	
Div. 34	Transportation	
	<b>Lump Sum Price</b>	\$.....

\*DIVISION means a discrete component of the work for which a separate price is requested. The "Total Price Breakdown" is the sum total of all components, and must equal the Lump Sum Price.

**DOH PHARMACEUTICAL WAREHOUSE EXPANSION AND RENOVATION**

**ADD ALTERNATE NO. 2**

**PRICE BREAKDOWN FORM (Submit with a cover letter on Company letterhead signed and dated by an authorized representative).** In conjunction with this form, the Bidder shall provide a detailed breakdown of pricing for each Division and submit with its bid.

**Add Alternate No. 2:** Construction of a straight slope fabric canopy above the stairs, and the replacement of the windows in Room 119 as an Add Alternate No. 2 to the base contract, with separate pricing.

*DIVISION	DESCRIPTION	TOTAL PRICE BREAKDOWN
Div. 01	General Requirements	
Div. 02	Existing Conditions (including Abatement and Demolition of existing structure)	
Div. 03	Concrete	
Div. 04	Masonry	
Div. 05	Metals	
Div. 06	Wood, Plastics, and Composites	
Div. 07	Thermal and Moisture Protection	
Div. 08	Doors and Windows	
Div. 09	Finishes	
Div. 10	Specialties	
Div. 11	Equipment	
Div. 12	Furnishings	
Div. 13	Special Construction	
Div. 14	Conveying Systems	
Div. 21	Fire Suppression	
Div. 22	Plumbing	
Div. 23	Heating, Ventilation, and Air Conditioning	
Div. 26	Electrical	
Div. 27	Communications	
Div. 28	Electronic Safety and Security	
Div. 31	Earthwork	
Div. 32	Exterior Improvements	
Div. 33	Utilities	
Div. 34	Transportation	
	<b>Lump Sum Price</b>	\$.....

\*DIVISION means a discrete component of the work for which a separate price is requested. The "Total Price Breakdown" is the sum total of all components, and must equal the Lump Sum Price.