

**Attachment A**

**Form of Offer Letter with Hourly Rates Schedule**

Attachment A

[Contractor's Letterhead]

[Insert Date]

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

Att'n: Mr. Brian J. Hanlon  
Director

Reference: Request for Proposals - On-Call Roof Leak Response Repairs

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") to provide on-call roof leak response repairs at various District of Columbia public schools, parks and recreation facilities, and other municipal facilities within the DGS portfolio. 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 Hourly Rates (as defined in paragraph A) 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 Hourly Rates are referred to as the "Offeror's Bid").

The Offeror's Bid is as follows:

A. The Hourly Rates are: \$ see attached spreadsheet

The Offeror acknowledges and understands that the Hourly Rates set forth above are fixed, loaded rates to fully complete the work described in the RFP. It is understood that other than the cost of parts and materials, such rates will be the Offeror's sole compensation for work performed and includes adequate amounts to cover the Offeror's labor, field equipment, overhead, insurance and profit.

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 sixty (60) days after the date of the bid.
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 Bid 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 Bid. 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 Bid.

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.

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 bid 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: \_\_\_\_\_

RFP FOR ON-CALL ROOF LEAK RESPONSE REPAIRS  
DCAM-15-CS-0045

Bid Item	Base Contract Year	Option Year 1	Option Year 2
1. Hourly billing rates (per man, including labor, field equipment (i.e. small tools, transportation, trucks and vans, etc.), overhead, insurance, and profit and regardless of whether such services are provided by the Contractor's own forces or a subcontractor).			
a. Demolition and removal of existing roof materials			
b. Roof Repair including installation of new material			
c. Removal and disposal of waste material			
d. Supervision of work			
2. Overtime rate (applicable over 40 hours/week, weekends, holidays, and between hours of 5 pm and 6 am only).			
a. Demolition and removal of existing roof materials			
b. Roof Repair including installation of new material			
c. Removal and disposal of waste material			
d. Supervision of work			
3. Vehicle charges, if any (specify if per mile, per day or per trip charge)			
4. Materials markup (%)			
5. Misc. (furnish detailed list and cost)			