

Attachment A

Offer Letter and Bid Form

Bidder's Letterhead
Attachment A
Offer Letter and Fixed Unit Prices Bid Form

Date

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

Attention: Mr. Brian J. Hanlon
Director

Reference: Request For Proposal (RFP) DCAM-14-14-NC-0184
Quality Assurance Services

Dear Mr. Hanlon:

On behalf of **Insert Bidder's Legal Name** (the "Bidder"), I am pleased to submit this bid in response to the Department of General Services' (the "Department" or "DGS") Request for Proposal (RFP) DCAM-14-14-NC-0184 to provide Quality Assurance Services. The Bidder has reviewed the RFP and the attachments thereto, any addenda thereto (collectively, the "Bid Documents") and has conducted such due diligence and analysis as the Bidder, in its sole judgment, has deemed necessary in order to submit its bid in response to the RFP. The Bidder's Offer Letter is based on the Bid Documents as issued and assumes no material alteration of the terms of the Bid Documents. (Collectively, the Bid Form and the Offer Letter are referred to as the "Bidder's Proposal".)

Insert Bidder's Name proposes to provide the required Quality Assurance Services for the Department.

The Bidder's Price Proposal is as follows:

A. The Fixed Unit Prices are: \$(see attached Unit Price Bid Form)

The Bidder acknowledges and understands that the contract awarded will be a time and materials contract and that the Bid Form prices are firm, fixed hourly rates intended to be Bidder's sole compensation for the services required.

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

1. The Bidder agrees to hold its bid open for a period of at least one hundred twenty (120) days after the date of the bid.

2. Assuming the Bidder is selected by the Department and subject only to the changes requested in paragraph 5, the Bidder 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 Bidder and the undersigned represent and warrant that the undersigned has the full legal authority to submit this bid form and bind the Bidder to the terms of the Bidder's Bid. The Bidder further represents and warrants that no further action or approval must be obtained by the Bidder in order to authorize the terms of the Bidder's Proposal.
4. The Bidder hereby represents and warrants 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 Bidder hereby certifies that neither it nor any of its subcontractors have entered into any agreement (written or oral) that would prohibit any Contractor or subcontractor 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.
6. This Bidder's Bid including the Bidder's prices submitted on the Bid Form are being submitted on behalf of (Insert Bidder)

Sincerely,

By: _____

Name: _____

Its: _____

ATTACHMENT A		
UNIT PRICE SCHEDULE		
BASE YEAR		
Category	ASTM No.	Unit Price
COMMISSIONING SERVICES CATEGORY 1		
1. MECHANICAL		
Principal-in-charge		\$
Mechanical Engineer		\$
Mechanical Engineer/LEED Certified		\$
2. ELECTRICAL		
Principal-in-charge		\$
Mechanical Engineer		\$
Mechanical Engineer/LEED Certified		\$
Commissioning Agent		\$
MATERIAL TESTING & INSPECTION SERVICE CATEGORY 2		
1. SOILS AND AGGREGATES		
Proposed In-place density tests		\$
Laboratory Compaction Characteristics of Soil Using Modified Effort	D1557-12	\$
Laboratory Compaction Characteristics of Soil Standard Effort	D698	\$
Density and Unit Weight of Soil in Place Sand-Cone Method	D1556-07	\$
Water Content of Soil and Rock in Place	D3017	\$
Density of Soil & Soil Aggregate in Place Nuclear Method	D2922-05	\$
Atterberg limits	ASTM 4318	\$
Particle Size Analysis	ASTM D422	\$
Specific Gravity	ASTM C127/C128	\$
Asphalt and Asphaltic Concrete Gradation	ASTM C136	\$
Asphalt and Asphaltic Concrete Specific Gravity	ASTM D 1188	\$
Asphalt and Asphaltic Concrete Stability & Flow Marshall	ASTM DI 559	\$
Asphalt and Asphaltic Concrete Abrasion	ASTM C131	\$
Asphalt and Asphaltic Concrete Unit Weight	ASTM D2726	\$
Gradation analysis	ASTM C 136, C 117	\$
2. CONCRETE TESTING		
ACI level II/ICBO special inspector		\$
ACI level I sampling technician		\$
Lightweight Concrete	ASTM C495	\$
Insulating Concrete	ASTM C332	\$
Flexural Test	ASTM C293/C78	\$
Conformance Test	ASTM C33	\$
Tensile	ASTM A615	\$
Bend	ASTM A615	\$
Finish Floor Flatness Test	ASTM 1155-96	\$
Concrete cylinders compressive strength	ASTM C39	\$
3. MASONRY		
ICBO special inspector		\$
Shear Tests - Masonry Cores	ICC 2114.9.3	\$

Dry Shrinkage - Masonry Units	ASTN C1148	\$
Sample Pick-up & Delivery		\$
Compression, grout, mortar, prisms	C109, 1018	\$
Compression, composite prism		\$
4. STRUCTURAL STEEL, WELDING & FIREPROOFING		\$
Field Welding		\$
Metal Decking		\$
Welded Stud Connectors		\$
Fabrication Shop Testing		\$
Hardness Test	ASTM A325	\$
Tensile Strength	ASTM F606	\$
Torque testing high strength bolts		\$
Structural steel and welding	ASTM UBC306	
Welding inspection		\$
Fireproofing lab density		\$
Fireproofing special inspector		\$
Non-destructive field testing (ultrasonic, magnetic particle, liquid penetrant, radiographic) CWI		\$
5. BITUMINOUS MATERIAL		\$
In-place density testing		\$
6. PROJECT ENGINEERING AND MANAGEMENT		\$
Department Manager Staff Engineer		\$
Professional Engineer (P.E.)		\$
Observation Monitoring (noise, structural, mechanical, electrical, architect, concrete placement, reinforcing, steel placement, and soil)		\$
Engineering Technician		\$
Special Inspector		\$
THIRD PARTY PLANS REVIEW SERVICE CATEGORY 3		
Principal-in charge		\$
Structural Review		\$
Architectural Review		\$
Electrical Review		\$
Plumbing Review		\$
HVAC Engineer		\$
Fire Protection Review		\$
Elevator Review		\$
Zoom Review		\$
Administration Assistance		\$
THIRD PARTY CONSTRUCTION INSPECTION SERVICE CATEGORY 4		
Mechanical Inspector		\$
Electrical Inspector		\$
Architectural Inspector		\$
Structural Inspector		\$
Administrator		\$

**ATTACHMENT A
UNIT PRICE SCHEDULE
OPTION YEAR 1**

Category	ASTM No.	Unit Price
COMMISSIONING SERVICES CATEGORY 1		
1. MECHANICAL		
Principal-in-charge		\$
Mechanical Engineer		\$
Mechanical Engineer/LEED Certified		\$
2. ELECTRICAL		
Principal-in-charge		\$
Mechanical Engineer		\$
Mechanical Engineer/LEED Certified		\$
Commissioning Agent		\$
MATERIAL TESTING & INSPECTION SERVICE CATEGORY 2		
1. SOILS AND AGGREGATES		
Proposed In-place density tests		\$
Laboratory Compaction Characteristics of Soil Using Modified Effort	D1557-12	\$
Laboratory Compaction Characteristics of Soil Standard Effort	D698	\$
Density and Unit Weight of Soil in Place Sand-Cone Method	D1556-07	\$
Water Content of Soil and Rock in Place	D3017	\$
Density of Soil & Soil Aggregate in Place Nuclear Method	D2922-05	\$
Atterberg limits	ASTM 4318	\$
Particle Size Analysis	ASTM D422	\$
Specific Gravity	ASTM C127/C128	\$
Asphalt and Asphaltic Concrete Gradation	ASTM C136	\$
Asphalt and Asphaltic Concrete Specific Gravity	ASTM D 1188	\$
Asphalt and Asphaltic Concrete Stability & Flow Marshall	ASTM DI 559	\$
Asphalt and Asphaltic Concrete Abrasion	ASTM C131	\$
Asphalt and Asphaltic Concrete Unit Weight	ASTM D2726	\$
Gradation analysis	ASTM C 136, C 117	\$
2. CONCRETE TESTING		
ACI level II/ICBO special inspector		\$
ACI level I sampling technician		\$
Lightweight Concrete	ASTM C495	\$
Insulating Concrete	ASTM C332	\$
Flexural Test	ASTM C293/C78	\$
Conformance Test	ASTM C33	\$
Tensile	ASTM A615	\$
Bend	ASTM A615	\$
Finish Floor Flatness Test	ASTM 1155-96	\$
Concrete cylinders compressive strength	ASTM C39	\$
3. MASONRY		
ICBO special inspector		\$
Shear Tests - Masonry Cores	ICC 2114.9.3	\$

Dry Shrinkage - Masonry Units	ASTN C1148	\$
Sample Pick-up & Delivery		\$
Compression, grout, mortar, prisms	C109, 1018	\$
Compression, composite prism		\$
4. STRUCTURAL STEEL, WELDING & FIREPROOFING		\$
Field Welding		\$
Metal Decking		\$
Welded Stud Connectors		\$
Fabrication Shop Testing		\$
Hardness Test	ASTM A325	\$
Tensile Strength	ASTM F606	\$
Torque testing high strength bolts		\$
Structural steel and welding	ASTM UBC306	
Welding inspection		\$
Fireproofing lab density		\$
Fireproofing special inspector		\$
Non-destructive field testing (ultrasonic, magnetic particle, liquid penetrant, radiographic) CWI		\$
5. BITUMINOUS MATERIAL		\$
In-place density testing		\$
6. PROJECT ENGINEERING AND MANAGEMENT		\$
Department Manager Staff Engineer		\$
Professional Engineer (P.E.)		\$
Observation Monitoring (noise, structural, mechanical, electrical, architect, concrete placement, reinforcing, steel placement, and soil)		\$
Engineering Technician		\$
Special Inspector		\$
THIRD PARTY PLANS REVIEW SERVICE CATEGORY 3		
Principal-in charge		\$
Structural Review		\$
Architectural Review		\$
Electrical Review		\$
Plumbing Review		\$
HVAC Engineer		\$
Fire Protection Review		\$
Elevator Review		\$
Zoom Review		\$
Administration Assistance		\$
THIRD PARTY CONSTRUCTION INSPECTION SERVICE CATEGORY 4		
Mechanical Inspector		\$
Electrical Inspector		\$
Architectural Inspector		\$
Structural Inspector		\$
Administrator		\$

ATTACHMENT A		
UNIT PRICE SCHEDULE		
OPTION YEAR 2		
Category	ASTM No.	Unit Price
COMMISSIONING SERVICES CATEGORY 1		
1. MECHANICAL		
Principal-in-charge		\$
Mechanical Engineer		\$
Mechanical Engineer/LEED Certified		\$
2. ELECTRICAL		
Principal-in-charge		\$
Mechanical Engineer		\$
Mechanical Engineer/LEED Certified		\$
Commissioning Agent		\$
MATERIAL TESTING & INSPECTION SERVICE CATEGORY 2		
1. SOILS AND AGGREGATES		
Proposed In-place density tests		\$
Laboratory Compaction Characteristics of Soil Using Modified Effort	D1557-12	\$
Laboratory Compaction Characteristics of Soil Standard Effort	D698	\$
Density and Unit Weight of Soil in Place Sand-Cone Method	D1556-07	\$
Water Content of Soil and Rock in Place	D3017	\$
Density of Soil & Soil Aggregate in Place Nuclear Method	D2922-05	\$
Atterberg limits	ASTM 4318	\$
Particle Size Analysis	ASTM D422	\$
Specific Gravity	ASTM C127/C128	\$
Asphalt and Asphaltic Concrete Gradation	ASTM C136	\$
Asphalt and Asphaltic Concrete Specific Gravity	ASTM D 1188	\$
Asphalt and Asphaltic Concrete Stability & Flow Marshall	ASTM DI 559	\$
Asphalt and Asphaltic Concrete Abrasion	ASTM C131	\$
Asphalt and Asphaltic Concrete Unit Weight	ASTM D2726	\$
Gradation analysis	ASTM C 136, C 117	\$
2. CONCRETE TESTING		
ACI level II/ICBO special inspector		\$
ACI level I sampling technician		\$
Lightweight Concrete	ASTM C495	\$
Insulating Concrete	ASTM C332	\$
Flexural Test	ASTM C293/C78	\$
Conformance Test	ASTM C33	\$
Tensile	ASTM A615	\$
Bend	ASTM A615	\$
Finish Floor Flatness Test	ASTM 1155-96	\$
Concrete cylinders compressive strength	ASTM C39	\$
3. MASONRY		
ICBO special inspector		\$
Shear Tests - Masonry Cores	ICC 2114.9.3	\$

Dry Shrinkage - Masonry Units	ASTN C1148	\$
Sample Pick-up & Delivery		\$
Compression, grout, mortar, prisms	C109, 1018	\$
Compression, composite prism		\$
4. STRUCTURAL STEEL, WELDING & FIREPROOFING		\$
Field Welding		\$
Metal Decking		\$
Welded Stud Connectors		\$
Fabrication Shop Testing		\$
Hardness Test	ASTM A325	\$
Tensile Strength	ASTM F606	\$
Torque testing high strength bolts		\$
Structural steel and welding	ASTM UBC306	
Welding inspection		\$
Fireproofing lab density		\$
Fireproofing special inspector		\$
Non-destructive field testing (ultrasonic, magnetic particle, liquid penetrant, radiographic) CWI		\$
5. BITUMINOUS MATERIAL		\$
In-place density testing		\$
6. PROJECT ENGINEERING AND MANAGEMENT		\$
Department Manager Staff Engineer		\$
Professional Engineer (P.E.)		\$
Observation Monitoring (noise, structural, mechanical, electrical, architect, concrete placement, reinforcing, steel placement, and soil)		\$
Engineering Technician		\$
Special Inspector		\$
THIRD PARTY PLANS REVIEW SERVICE CATEGORY 3		
Principal-in charge		\$
Structural Review		\$
Architectural Review		\$
Electrical Review		\$
Plumbing Review		\$
HVAC Engineer		\$
Fire Protection Review		\$
Elevator Review		\$
Zoom Review		\$
Administration Assistance		\$
THIRD PARTY CONSTRUCTION INSPECTION SERVICE CATEGORY 4		
Mechanical Inspector		\$
Electrical Inspector		\$
Architectural Inspector		\$
Structural Inspector		\$
Administrator		\$

ATTACHMENT A		
UNIT PRICE SCHEDULE		
OPTION YEAR 3		
Category	ASTM No.	Unit Price
COMMISSIONING SERVICES CATEGORY 1		
1. MECHANICAL		
Principal-in-charge		\$
Mechanical Engineer		\$
Mechanical Engineer/LEED Certified		\$
2. ELECTRICAL		
Principal-in-charge		\$
Mechanical Engineer		\$
Mechanical Engineer/LEED Certified		\$
Commissioning Agent		\$
MATERIAL TESTING & INSPECTION SERVICE CATEGORY 2		
1. SOILS AND AGGREGATES		
Proposed In-place density tests		\$
Laboratory Compaction Characteristics of Soil Using Modified Effort	D1557-12	\$
Laboratory Compaction Characteristics of Soil Standard Effort	D698	\$
Density and Unit Weight of Soil in Place Sand-Cone Method	D1556-07	\$
Water Content of Soil and Rock in Place	D3017	\$
Density of Soil & Soil Aggregate in Place Nuclear Method	D2922-05	\$
Atterberg limits	ASTM 4318	\$
Particle Size Analysis	ASTM D422	\$
Specific Gravity	ASTM C127/C128	\$
Asphalt and Asphaltic Concrete Gradation	ASTM C136	\$
Asphalt and Asphaltic Concrete Specific Gravity	ASTM D 1188	\$
Asphalt and Asphaltic Concrete Stability & Flow Marshall	ASTM DI 559	\$
Asphalt and Asphaltic Concrete Abrasion	ASTM C131	\$
Asphalt and Asphaltic Concrete Unit Weight	ASTM D2726	\$
Gradation analysis	ASTM C 136, C 117	\$
2. CONCRETE TESTING		
ACI level II/ICBO special inspector		\$
ACI level I sampling technician		\$
Lightweight Concrete	ASTM C495	\$
Insulating Concrete	ASTM C332	\$
Flexural Test	ASTM C293/C78	\$
Conformance Test	ASTM C33	\$
Tensile	ASTM A615	\$
Bend	ASTM A615	\$
Finish Floor Flatness Test	ASTM 1155-96	\$
Concrete cylinders compressive strength	ASTM C39	\$
3. MASONRY		
ICBO special inspector		\$
Shear Tests - Masonry Cores	ICC 2114.9.3	\$

Dry Shrinkage - Masonry Units	ASTN C1148	\$
Sample Pick-up & Delivery		\$
Compression, grout, mortar, prisms	C109, 1018	\$
Compression, composite prism		\$
4. STRUCTURAL STEEL, WELDING & FIREPROOFING		\$
Field Welding		\$
Metal Decking		\$
Welded Stud Connectors		\$
Fabrication Shop Testing		\$
Hardness Test	ASTM A325	\$
Tensile Strength	ASTM F606	\$
Torque testing high strength bolts		\$
Structural steel and welding	ASTM UBC306	
Welding inspection		\$
Fireproofing lab density		\$
Fireproofing special inspector		\$
Non-destructive field testing (ultrasonic, magnetic particle, liquid penetrant, radiographic) CWI		\$
5. BITUMINOUS MATERIAL		\$
In-place density testing		\$
6. PROJECT ENGINEERING AND MANAGEMENT		\$
Department Manager Staff Engineer		\$
Professional Engineer (P.E.)		\$
Observation Monitoring (noise, structural, mechanical, electrical, architect, concrete placement, reinforcing, steel placement, and soil)		\$
Engineering Technician		\$
Special Inspector		\$
THIRD PARTY PLANS REVIEW SERVICE CATEGORY 3		
Principal-in charge		\$
Structural Review		\$
Architectural Review		\$
Electrical Review		\$
Plumbing Review		\$
HVAC Engineer		\$
Fire Protection Review		\$
Elevator Review		\$
Zoom Review		\$
Administration Assistance		\$
THIRD PARTY CONSTRUCTION INSPECTION SERVICE CATEGORY 4		
Mechanical Inspector		\$
Electrical Inspector		\$
Architectural Inspector		\$
Structural Inspector		\$
Administrator		\$

ATTACHMENT A		
UNIT PRICE SCHEDULE		
OPTION YEAR 4		
Category	ASTM No.	Unit Price
COMMISSIONING SERVICES CATEGORY 1		
1. MECHANICAL		
Principal-in-charge		\$
Mechanical Engineer		\$
Mechanical Engineer/LEED Certified		\$
2. ELECTRICAL		
Principal-in-charge		\$
Mechanical Engineer		\$
Mechanical Engineer/LEED Certified		\$
Commissioning Agent		\$
MATERIAL TESTING & INSPECTION SERVICE CATEGORY 2		
1. SOILS AND AGGREGATES		
Proposed In-place density tests		\$
Laboratory Compaction Characteristics of Soil Using Modified Effort	D1557-12	\$
Laboratory Compaction Characteristics of Soil Standard Effort	D698	\$
Density and Unit Weight of Soil in Place Sand-Cone Method	D1556-07	\$
Water Content of Soil and Rock in Place	D3017	\$
Density of Soil & Soil Aggregate in Place Nuclear Method	D2922-05	\$
Atterberg limits	ASTM 4318	\$
Particle Size Analysis	ASTM D422	\$
Specific Gravity	ASTM C127/C128	\$
Asphalt and Asphaltic Concrete Gradation	ASTM C136	\$
Asphalt and Asphaltic Concrete Specific Gravity	ASTM D 1188	\$
Asphalt and Asphaltic Concrete Stability & Flow Marshall	ASTM DI 559	\$
Asphalt and Asphaltic Concrete Abrasion	ASTM C131	\$
Asphalt and Asphaltic Concrete Unit Weight	ASTM D2726	\$
Gradation analysis	ASTM C 136, C 117	\$
2. CONCRETE TESTING		
ACI level II/ICBO special inspector		\$
ACI level I sampling technician		\$
Lightweight Concrete	ASTM C495	\$
Insulating Concrete	ASTM C332	\$
Flexural Test	ASTM C293/C78	\$
Conformance Test	ASTM C33	\$
Tensile	ASTM A615	\$
Bend	ASTM A615	\$
Finish Floor Flatness Test	ASTM 1155-96	\$
Concrete cylinders compressive strength	ASTM C39	\$
3. MASONRY		
ICBO special inspector		\$
Shear Tests - Masonry Cores	ICC 2114.9.3	\$

Dry Shrinkage - Masonry Units	ASTN C1148	\$
Sample Pick-up & Delivery		\$
Compression, grout, mortar, prisms	C109, 1018	\$
Compression, composite prism		\$
4. STRUCTURAL STEEL, WELDING & FIREPROOFING		\$
Field Welding		\$
Metal Decking		\$
Welded Stud Connectors		\$
Fabrication Shop Testing		\$
Hardness Test	ASTM A325	\$
Tensile Strength	ASTM F606	\$
Torque testing high strength bolts		\$
Structural steel and welding	ASTM UBC306	
Welding inspection		\$
Fireproofing lab density		\$
Fireproofing special inspector		\$
Non-destructive field testing (ultrasonic, magnetic particle, liquid penetrant, radiographic) CWI		\$
5. BITUMINOUS MATERIAL		\$
In-place density testing		\$
6. PROJECT ENGINEERING AND MANAGEMENT		\$
Department Manager Staff Engineer		\$
Professional Engineer (P.E.)		\$
Observation Monitoring (noise, structural, mechanical, electrical, architect, concrete placement, reinforcing, steel placement, and soil)		\$
Engineering Technician		\$
Special Inspector		\$
THIRD PARTY PLANS REVIEW SERVICE CATEGORY 3		
Principal-in charge		\$
Structural Review		\$
Architectural Review		\$
Electrical Review		\$
Plumbing Review		\$
HVAC Engineer		\$
Fire Protection Review		\$
Elevator Review		\$
Zoom Review		\$
Administration Assistance		\$
THIRD PARTY CONSTRUCTION INSPECTION SERVICE CATEGORY 4		
Mechanical Inspector		\$
Electrical Inspector		\$
Architectural Inspector		\$
Structural Inspector		\$
Administrator		\$