Attachment A

Offeror Letter and Bid Form

Bidder's Letterhead

Offer Letter and Bid Form

Date

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

Attention: Mr. JW Lanum
Associate Director/Contracting Officer

Reference: Request for Proposals (RFP) DCAM-15-NC-0111
Hazardous Materials Abatement Services

Dear Mr. Lanum:

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-15-NC-0111 for Hazardous Materials Abatement Services. The Offeror's have reviewed the RFP and the attachments thereto, any addenda thereto (collectively, the "RFP Documents") and has conducted such due diligence and analysis as the Offeror in its sole judgment, has deemed necessary in order to submit its offer in response to the RFP. The Bidder's Offer Letter is based on the Bid Documents as issued and assume 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 personnel, materials, and equipment necessary to remove, encapsulate or abate hazardous materials located at multiple District facilities.

The Bidder's Price Proposal is as follows: $ (see attached Bid Form)

The Bidder acknowledges and understands that the contract awarded will be a fixed price contract with a cost reimbursement component and that the Bid Form is 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- Bid Form

Hazardous Materials Abatement Services
Bid Form

Labor Category/Equivalent	Hourly Rate Base Year	Hourly Rate Option Year 1	Hourly Rate Option Year 2	Hourly Rate Option Year 3	Hourly Rate Option Year 4
Licensed Asbestos Abatement Supervisor					
Licensed Asbestos Abatement Worker					
Licensed Lead Abatement Supervisor					
Licensed Lead Abatement Worker					
Licensed Lead Abatement Renovator					
Project Manager					
Administrative Assistant					

TOTAL * $_____ $_____ $_____ $_____ $_____

*For Evaluation Purposes Only