

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: Invitation for Bid (IFB) DCAM-14-NC-0144
Locksmith Supplies

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") Invitation for Bid (IFB) DCAM-14-NC-0144 to provide Locksmith Supplies. The Bidder has reviewed the IFB 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 IFB. 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 Locksmith Supplies 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 IFB 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 IFB; 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: _____

Bid Form

| CLIN | Quantity | Item Description ** | Unit Price |
|--------------|----------|--|------------|
| 001 | 1 | Schlage Classic C Keyway or generic SC1 Keyway | \$ |
| 002 | 1 | Schlage Everest C Keyway #C123 | \$ |
| 003 | 1 | Knob Locks – Schlage D70PD – PLY – 626 – C | \$ |
| 004 | 1 | Knob Locks – Schlage D80PD – PLY – 626 – C | \$ |
| 005 | 1 | Deadbolts – Schlage B660P – 626 – C | \$ |
| 006 | 1 | Deadbolts – Schlage B663J – 626 – C | \$ |
| 007 | 1 | Deadbolts – Schlage B663P – 626 – C | \$ |
| 008 | 1 | Schlage Mortise Lock Set – L9080 – 626 – C | \$ |
| 009 | 1 | Schlage Mortise Lock Set – L9070 – 626 – C | \$ |
| 010 | 1 | Schlage Mortise Lock Set – L9050 – 626 – C | \$ |
| Total | | | \$ |

| CLIN | Quantity | Item Description ** | Unit Price |
|--------------|----------|---|------------|
| 011 | 1 | Hourly Rate Regular Working Hours (Monday through Friday, 0830am-5:00pm) | \$ |
| 012 | 1 | Hourly Rate Weekends & Holidays | \$ |
| Total | | | \$ |

| | |
|------------------------|-----------|
| Base Year Total | \$ |
|------------------------|-----------|

**The supplies listed in Attachment A are being provided as a representative sample of frequently purchased items and the basis on which award will be made.

Bid Form

| CLIN | Quantity | Item Description ** | Unit Price |
|--------------|----------|--|------------|
| 101 | 1 | Schlage Classic C Keyway or generic SC1 Keyway | \$ |
| 102 | 1 | Schlage Everest C Keyway #C123 | \$ |
| 103 | 1 | Knob Locks – Schlage D70PD – PLY – 626 – C | \$ |
| 104 | 1 | Knob Locks – Schlage D80PD – PLY – 626 – C | \$ |
| 105 | 1 | Deadbolts – Schlage B660P – 626 – C | \$ |
| 106 | 1 | Deadbolts – Schlage B663J – 626 – C | \$ |
| 107 | 1 | Deadbolts – Schlage B663P – 626 – C | \$ |
| 108 | 1 | Schlage Mortise Lock Set – L9080 – 626 – C | \$ |
| 109 | 1 | Schlage Mortise Lock Set – L9070 – 626 – C | \$ |
| 110 | 1 | Schlage Mortise Lock Set – L9050 – 626 – C | \$ |
| Total | | | \$ |

| CLIN | Quantity | Item Description ** | Unit Price |
|--------------|----------|---|------------|
| 111 | 1 | Hourly Rate Regular Working Hours (Monday through Friday, 0830am-5:00pm) | \$ |
| 112 | 1 | Hourly Rate Weekends & Holidays | \$ |
| Total | | | \$ |

| | |
|----------------------------|----|
| Option Year 1 Total | \$ |
|----------------------------|----|

**The supplies listed in Attachment A are being provided as a representative sample of frequently purchased items and the basis on which award will be made.

Bid Form

| CLIN | Quantity | Item Description ** | Unit Price |
|--------------|----------|--|------------|
| 201 | 1 | Schlage Classic C Keyway or generic SC1 Keyway | \$ |
| 202 | 1 | Schlage Everest C Keyway #C123 | \$ |
| 203 | 1 | Knob Locks – Schlage D70PD – PLY – 626 – C | \$ |
| 204 | 1 | Knob Locks – Schlage D80PD – PLY – 626 – C | \$ |
| 205 | 1 | Deadbolts – Schlage B660P – 626 – C | \$ |
| 206 | 1 | Deadbolts – Schlage B663J – 626 – C | \$ |
| 207 | 1 | Deadbolts – Schlage B663P – 626 – C | \$ |
| 208 | 1 | Schlage Mortise Lock Set – L9080 – 626 – C | \$ |
| 209 | 1 | Schlage Mortise Lock Set – L9070 – 626 – C | \$ |
| 210 | 1 | Schlage Mortise Lock Set – L9050 – 626 – C | \$ |
| Total | | | \$ |

| CLIN | Quantity | Item Description ** | Unit Price |
|--------------|----------|---|------------|
| 211 | 1 | Hourly Rate Regular Working Hours (Monday through Friday, 0830am-5:00pm) | \$ |
| 212 | 1 | Hourly Rate Weekends & Holidays | \$ |
| Total | | | \$ |

| | |
|----------------------------|----|
| Option Year 2 Total | \$ |
|----------------------------|----|

**The supplies listed in Attachment A are being provided as a representative sample of frequently purchased items and the basis on which award will be made.

Bid Form

| CLIN | Quantity | Item Description ** | Unit Price |
|--------------|----------|--|------------|
| 301 | 1 | Schlage Classic C Keyway or generic SC1 Keyway | \$ |
| 302 | 1 | Schlage Everest C Keyway #C123 | \$ |
| 303 | 1 | Knob Locks – Schlage D70PD – PLY – 626 – C | \$ |
| 304 | 1 | Knob Locks – Schlage D80PD – PLY – 626 – C | \$ |
| 305 | 1 | Deadbolts – Schlage B660P – 626 – C | \$ |
| 306 | 1 | Deadbolts – Schlage B663J – 626 – C | \$ |
| 307 | 1 | Deadbolts – Schlage B663P – 626 – C | \$ |
| 308 | 1 | Schlage Mortise Lock Set – L9080 – 626 – C | \$ |
| 309 | 1 | Schlage Mortise Lock Set – L9070 – 626 – C | \$ |
| 310 | 1 | Schlage Mortise Lock Set – L9050 – 626 – C | \$ |
| Total | | | \$ |

| CLIN | Quantity | Item Description ** | Unit Price |
|--------------|----------|---|------------|
| 311 | 1 | Hourly Rate Regular Working Hours (Monday through Friday, 0830am-5:00pm) | \$ |
| 312 | 1 | Hourly Rate Weekends & Holidays | \$ |
| Total | | | \$ |

| | |
|----------------------------|----|
| Option Year 3 Total | \$ |
|----------------------------|----|

**The supplies listed in Attachment A are being provided as a representative sample of frequently purchased items and the basis on which award will be made.

Bid Form

| CLIN | Quantity | Item Description ** | Unit Price |
|--------------|----------|--|------------|
| 401 | 1 | Schlage Classic C Keyway or generic SC1 Keyway | \$ |
| 402 | 1 | Schlage Everest C Keyway #C123 | \$ |
| 403 | 1 | Knob Locks – Schlage D70PD – PLY – 626 – C | \$ |
| 404 | 1 | Knob Locks – Schlage D80PD – PLY – 626 – C | \$ |
| 405 | 1 | Deadbolts – Schlage B660P – 626 – C | \$ |
| 406 | 1 | Deadbolts – Schlage B663J – 626 – C | \$ |
| 407 | 1 | Deadbolts – Schlage B663P – 626 – C | \$ |
| 408 | 1 | Schlage Mortise Lock Set – L9080 – 626 – C | \$ |
| 409 | 1 | Schlage Mortise Lock Set – L9070 – 626 – C | \$ |
| 410 | 1 | Schlage Mortise Lock Set – L9050 – 626 – C | \$ |
| Total | | | \$ |

| CLIN | Quantity | Item Description ** | Unit Price |
|--------------|----------|---|------------|
| 411 | 1 | Hourly Rate Regular Working Hours (Monday through Friday, 0830am-5:00pm) | \$ |
| 412 | 1 | Hourly Rate Weekends & Holidays | \$ |
| Total | | | \$ |

| | |
|----------------------------|----|
| Option Year 4 Total | \$ |
|----------------------------|----|

Grand Total \$ _____

**The supplies listed in Attachment A are being provided as a representative sample of frequently purchased items and the basis on which award will be made.

Company Name: _____ Date: _____

Authorized Representative (Name) _____ Title: _____