



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF MENTAL HEALTH
CONTRACTS AND PROCUREMENT ADMINISTRATION**

INVITATION FOR BIDS (IFB) RM-010-IFB-BY0-010-DJW
For Moving Services

The District of Columbia Government, Department of Mental Health, Saint Elizabeths Hospital, is seeking an experienced moving Contractor to provide all supervision, personnel, equipment, vehicles and moving and packing supplies to relocate all specified employee office contents, selected furniture, office equipment, computer equipment, files, relocation of the pharmacy, laboratory functions from 14 existing locations within the existing SEH Campus located at 1100 Alabama Avenue, SE Washington, D.C. 20032. These services are in support of the occupancy of a new hospital and Annex buildings. All labor, equipment, tools, material and disposal charges shall be included in the Price Proposal.

Opening Date: February 22, 2010
Closing Date: March 23, 2010
Closing Time: 12:00 P.M. EST

To obtain a copy of the Invitation for Bid (IFB) please contact Denise J. Wells, Contract Specialist, at:

D.C. Department of Mental Health | Contracts and Procurement Administration
64 New York Avenue NE - 4th Floor Washington DC 20002
Tel: 202.671-3174 | Fax: 202.671-3395

denise.carter2@dc.gov or visit our website at www.dmh.dc.gov (click on Business Opportunities)

Please return the completed Bids (Price and Technical) to Ms. Denise J. Wells via hand delivery or U.S Postal Service (Mail) at the address noted above.

Any and all questions pertaining to this solicitation must be submitted in writing to:

Samuel J. Feinberg, CPPO, CPPB
Director, Contracts and Procurement
Agency Chief Contracting Officer
Department of Mental Health
Contracts and Procurement Administration
64 New York Avenue, NE 4th Floor
Washington, DC 20002

1. ISSUED BY/ADDRESS OFFER TO: DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH (DMH) CONTRACTS AND PROCUREMENT ADMINISTRATION 64 NEW YORK AVENUE NE, 4th FLOOR WASHINGTON, DC 20002	2. PAGE OF PAGES: 1 of 53
	3. CONTRACT NUMBER:
	4. SOLICITATION NUMBER: RM-010-IFB-010-BY0-DJW
	5. DATE ISSUED:
	6. OPENING/CLOSING TIME: February 22, 2010 – March 23, 2010 @ 12:00 PM EST

7. TYPE OF SOLICITATION: N/A <input type="checkbox"/> SEALED BID <input checked="" type="checkbox"/> NEGOTIATION (RFP)	8. DISCOUNT FOR PROMPT PAYMENT:
--	---------------------------------

NOTE: IN SEALED BID SOLICITATION "OFFER AND CONTRACTOR" MEANS "BID AND BIDDER"

10. INFORMATION CALL	NAME: Samuel J Feinberg, CPPO, CPPB Director, Contracts and Procurement Agency Chief Contracting Officer	TELEPHONE NUMBER: (202) 671-3188	B. E-MAIL ADDRESS: Samuel.Feinberg@dc.gov
----------------------	--	--	---

11. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I – The Schedule				PART II – Contract Clauses			
x	A	Solicitation/Contract Form		x	I	Contract Clauses	
x	B	Supplies/Services and Price/Costs		PART III – List of Documents, Exhibits and Other Attach			
x	C	Description/Specs/Work Statement		x	J	List of Attachments	
x	D	Packaging and Marking		PART IV – Representations and Instructions			
x	E	Inspection and Acceptance			K	Representations, Certifications and other Statements of Contractors	
x	F	Deliveries or Performance			L	Instrs. Conds, & Notices to Contractors	
x	G	Contract Administration			M	Evaluation Factors for Award	
x	H	Special Contract Requirements					

OFFER (TO BE COMPLETED BY CONTRACTOR)

12. In compliance with the above, the undersigned agrees, if the offer is accepted within **180** calendar days (unless a different period is inserted by Contractor) from the date for receipt of offers specified above, that with respect to all terms and conditions by the DMH under "AWARD" below, this offer and the provisions of the RFQ/IFB shall constitute a Formal Contract. All offers are subject to the terms and conditions contained in the solicitation.

13. ACKNOWLEDGEMENT OF AMENDMENTS (Contractor acknowledge receipt of amendments to the SOLICITATION for Contractors and related documents numbered and dated):	AMENDMENT NO:	DATE:
14. NAME AND ADDRESS OF CONTRACTOR:	15. NAME AND TITLE OF PERSONAL AUTHORIZED TO SIGN OFFER: (Type or Print)	
14A. TELEPHONE NUMBER:	15A. SIGNATURE:	15B. OFFER DATE:
AREA CODE:	NUMBER:	EXT:

AWARD (To be completed by the DMH)

16. ACCEPTED AS TO THE FOLLOWING ITEMS:	17. AWARD AMOUNT:	
18. NAME OF CONTRACTING OFFICER: (TYPE OR PRINT) Samuel J. Feinberg, CPPO, CPPB Director, Contracts and Procurement Agency Chief Contracting Officer	19. CONTRACTING OFFICER SIGNATURE:	20. AWARD DATE:

IMPORTANT NOTICE: AWARD SHALL BE MADE ON THIS FORM, OR ON DMH FORM 26, OR BY OTHER AUTHORIZED OFFICIAL WRITTEN NOTICE

SECTION B: SUPPLIES OR SERVICES AND PRICE

B.1 PURPOSE OF SOLICITATION

B.1.1 The District of Columbia Government, Department of Mental Health, Saint Elizabeths Hospital, is seeking an experienced moving Contractor to provide all supervision, personnel, equipment, vehicles, and moving and packing supplies to relocate all specified employee office contents, selected furniture, office equipment, computer equipment, files, relocation of the pharmacy, laboratory functions from 14 existing locations within the existing SEH Campus located at 1100 Alabama Avenue, SE Washington, D.C. 20032. These services are in support of the occupancy of a new hospital and Annex buildings. All labor, equipment, tools, material and disposal charges shall be included in the Price Proposal.

B.2 The District contemplates award of a Fixed Price Contract.

B.3 The District requires the Offeror is to provide pricing for each Contract Line Item Number (CLIN) listed in the tables below.

B.4 PERIOD OF PERFORMANCE

B.4.1 The Period of Performance (POP) under this Contract shall be One Year from Date of Award.

B.5 SCHEDULE B PRICING SHEET

Continuation Sheet SOLICITATION/CONTRACT # RM-010-IFB-010-BY0-DJW

NAME OF CONTRACTOR OR CONTRACTOR –

Contract Line Item No. (CLIN)	Item Description	Unit	Unit Price	Extended Price
<u>LABOR CATEGORY</u>				
0001	Project Manager	Labor Hour(s)	\$ _____	\$ _____
Total			\$ _____	\$ _____
0002	Project Supervisor	Labor Hour(s)	\$ _____	\$ _____
Total			\$ _____	\$ _____
0003	Full Time Mover	Labor Hour(s)	\$ _____	\$ _____
Total			\$ _____	\$ _____
0004	Part Time Mover	Labor Hour(s)	\$ _____	\$ _____
Total			\$ _____	\$ _____
0006	Driver	Labor Hour(s)	\$ _____	\$ _____
Total			\$ _____	\$ _____
<u>MATERIALS CATEGORY</u>				
0007	Moving Cartons	500	\$ _____	\$ _____
Total			\$ _____	\$ _____
0008	Plastic Crates/with Dollies	2000	\$ _____	\$ _____
Total			\$ _____	\$ _____

Continuation Sheet SOLICITATION/CONTRACT # **RM-010-IFB-010-BY0-DJW**

NAME OF CONTRACTOR OR CONTRACTOR –

Contract Line Item No. (CLIN)	Item Description	Unit	Unit Price	Extended Price
0008	File Cart		\$ _____	\$ _____
Total			\$ _____	\$ _____
0009	E-Cart		\$ _____	\$ _____
Total			\$ _____	\$ _____
0010	Color-Coded Labels		\$ _____	\$ _____
Total			\$ _____	\$ _____
0011	Ziploc Computer Bags		\$ _____	\$ _____
Total			\$ _____	\$ _____
0012	Security Straps		\$ _____	\$ _____
Total			\$ _____	\$ _____

PRINT NAME OF CONTRACTOR

PRINT NAME OF AUTHORIZED REPRESENTATIVE

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

SECTION C: BACKGROUND, SCOPE OF SERVICES AND REQUIREMENTS

C.1 BACKGROUND

Saint Elizabeths Hospital (SEH) serves as the District of Columbia's psychiatric care hospital and is part of the Department of Mental Health (DMH). SEH was created in 1855 and was primarily utilized to treat military personnel. In 1987, control of SEH was transferred from the Federal Government to the DMH. SEH patients are provided care in one of two programs: Civil and Forensic. Civil program patients are patients voluntarily and involuntarily committed and may have civil court involvement. The Forensic program is responsible for caring for patients accused of serious crimes that are undergoing psychiatric examination prior to trial, and individuals under treatment who have been found mentally incompetent to stand trial.

Currently, SEH provides 24 hour-a-day, seven day a week care for over 350 psychiatric patients, referred to as "Individuals in our Care". Services are provided in various buildings scattered across campus. In an effort to assist these patients in optimizing and enhancing their ability to function, they are consolidating all of the individual services and buildings into two structures; a single new state-of-the-art hospital and the existing RMB building referred to as the "Annex". The new hospital shall blend these patients based on type of care they require. It is critical that the successful Offeror has a clear understanding of these conditions and conduct their activities in an appropriate manner while interacting with these patients.

C.2 SCOPE

The District of Columbia Government, Department of Mental Health, Saint Elizabeths Hospital, is seeking an experienced moving Contractor to provide all supervision, personnel, equipment, vehicles, along with moving and packing supplies to relocate all specified employee office contents, selected furniture, office equipment, computer equipment, files, relocation of the pharmacy, laboratory functions from 14 existing locations within the existing SEH Campus located at 1100 Alabama Avenue, SE Washington, D.C. 20032. These services are in support of the occupancy of a new hospital and Annex buildings. All labor, equipment, tools, material and disposal charges shall be included in the Price Proposal.

C.2.1 Statement of Needs and Services

The moving company hereinafter shall be referred to as "Contractor"

The selected Contractor shall provide all supervision, personnel, equipment, vehicles, and moving supplies to relocate all designated SEH staff, patients, furniture and equipment from their existing locations to the new hospital and Annex buildings.

C.2.2 Patient Move Plan

The hospital staff shall pack all patient belongings in plastic bins with security straps. The selected Contractor shall relocate approximately 350 patients belonging's from two buildings (JHP and RMB) the day prior to the actual patient move. This shall consist of 8 units in JHP and 8 units in RMB that may be occupied or unoccupied during the move. Due to security concerns this date can not be provided until Contract is awarded but shall occur in late April / early May for planning purposes. For relocation and scheduling purposes the Contractor shall be supplied a schedule of units. The hospital shall make all attempts to provide times that units have been cleared of patients during activities such as meals and/or therapy functions. During this time it is expected that the Contractor shall completely remove all items in an orderly fashion without compromising the security straps and relocate contents to the new assigned units at the hospital. If a unit is occupied at the time of relocation it is expected that the Contractor act in a courteous and professional level keeping noise and sound levels at a minimum.

C.2.3 Patient Unit Support Product Move

The day of the patient move, which is managed by SEH Clinical Staff, the Contractor shall be responsible for following an established sequence to relocate the medical support products and contents from 16 associated units. A typical unit shall be shown during the walk through to estimate content amount.

C.2.4 Administrative Move

The Contractor is responsible for moving the contents, IT equipment and miscellaneous furniture for the Administrative staff. Refer to "Attachment E" for a breakdown of the move sequence.

C.2.5 Employee Breakdown – also see Attachment A

Staff Move Breakdown					
Move Phase	Proposed Date	# of Staff	Existing Loc.	New Loc.	Comments
1	April 16-18	69	CT-6, CT-3, Smith Center, Glenside, Beh. Studies, White Barn, CT-5, JHP, RMB	Hospital	
2	April 23-25	180	JHP, Blackburn Lab, Beh. Studies, Chapel, RMB, CT-3, CT-6, CT-8, Smith Center, CT-7, Barton Hall, Beh. Studies	Hospital	
3	April 30 - May 2	87	JHP, RMB	Hospital	
4	May	268 and 225	JHP, RMB	Hospital	Includes Patient Belongings / Unit Support Product. This number reflects 268 patients and approximately 225 line staff with limited/no belongings
5	May	49 and 30	JHP, RMB	Hospital	Includes Patient Belongings / Unit Support Product. This number reflects 49 patients and approximately 30 line staff with limited/no belongings
6	Future	6	Smith Center	RMB	

C.2.6 Work Plan

The Contractor must prepare and provide a work plan(s) for a completion of each phase identified in the move sequence document in the quickest possible timeframe. **The Contractors Workplan must reflect the move date(s), number of man hours, number of truckloads, any pre-move activities required and start and end timeframes.**

Using the proposed workplans, the SEH Project Manager and the successful Contractor shall work to determine if any changes are necessary to implement the move in the most efficient way.

The COTR in conjunction with the Project Manager reserves the right to make changes to the move sequence, personnel, floor plans and/or equipment and furniture counts, as is necessary to accomplish an orderly and timely relocation. The COTR in conjunction with the Project Manager reserves the right to refuse services, at no additional cost, if the Contractor arrives on the premises at an unscheduled day or time due to security and other Contractor scheduling. The COTR in conjunction with the Project Manager shall immediately or as soon as possible notify the Contractor of any changes to the move sequence.

In the event that inclement weather or incidents occur that prohibit the start and/or completion of the move, the Contractor shall resume moving activities as soon as allowable and shall work, uninterrupted if required, to ensure timely completion of the move. We shall be following the DC Inclement Weather Policy.

C.2.7 Handling

The Contractor shall be responsible for the relocation of all identified SEH-owned property to the new locations including but not limited to:

- Office contents, equipment and supplies
- Computers and Printers
- Designated furniture
- Pharmacies
- Dental and Medical Clinic Furniture and Equipment

The Contractor shall provide qualified labor, material and services necessary to protect all property from damage throughout the move process, including loading, transportation and unloading. The Contractor shall be responsible for the disassembly, exact positioning, reassembling and leveling of all relocated furniture.

SEH personnel shall be responsible for packing their own office and common file/storage contents.

C.2.8 Laboratory Packing

The Contractor shall be responsible for providing the packing materials, packing and unpacking of all glassware and fragile bench top equipment in the Blackburn Lab and Smith Center Dental Department. There are medical samples of brains in frames located in the Blackburn Lab that shall require packing by the Contractor. All materials shall be packed no more than two days prior to that lab areas move date. The move dates are identified in Attachment E.

All materials that the Contractor packs shall be unpacked and placed in the appropriate location as directed by the SEH staff the next business day(s) after the move.

C.2.9 Clinical Packing

The SEH Clinical staff shall be responsible for packing all medical supplies, reference material and office contents.

C.2.10 Office Computer Equipment

The Contractor shall be responsible for disconnecting and preparing all of the **500** computers and equipment for relocation. The Contractor is required to provide the large self-sealing plastic bags to contain the computer peripherals for each system (see 2.14 for a complete list of supplies and materials). The Contractor is responsible for relocating the computers and office equipment using appropriate equipment carts or computer bins (making every attempt to keep the systems together) and placing them as noted on the moving tags and floor layouts. SEH IT department is responsible for reconnecting the computer equipment. The Contractor shall prioritize the relocation of the computers and equipment the first day of each move date.

C.2.11 Standard Office Contents

SEH personnel are responsible for packing all standard office materials and supplies.

C.2.12 Oversized, Heavy and Specialty Furniture, Fixtures & Equipment (FF&E)

The Contractor shall provide all specialty equipment, rigging or technical expertise to prepare and/or relocate any oversized or heavy equipment/furniture. The Contractor shall coordinate with any necessary Third Party Contractors to facilitate the relocations. The Contractor shall be responsible for notifying the COTR in conjunction with the Project Manager in advance of the related move phase of any potential current or future existing building modifications (door frames, thresholds, etc.) necessary to relocate oversized equipment.

The antique bookcase located in the Blackburn Laboratory building must be handled with extreme care. This item is identified in Attachment B.

C.2.13 Moving Vehicles and Equipment

The Contractor must transport all SEH items in appropriate moving vehicles with air-ride suspension.

All moving equipment used within building interiors must have clean wheels of rubber, soft plastic or other non-marking composite material. All computer carts/bins must be padded and all pads shall be clean and free of dust.

The Contractor may be able to store materials and equipment on site if coordinated by The COTR in conjunction with the Project Manager DMH Project Manager.

C.2.14 Materials and Supplies

The Contractor must provide all packing materials and supplies necessary to complete an effective safe relocation and support the proposed work plan. Packing materials and supplies to be provided shall include, but are not limited to, the following:

- 500 cardboard cartons
- plastic crates (minimum of 3cubic feet) with 1 dolly for every 4 crates 10
- 500 numbered security straps (as needed)

- self-sealing plastic bags, large (at least 14”x24”) and strong enough to contain a computer keyboard, mouse and cables
- packing tape
- color-coded labels
- File Cart
- Library Cart

The Contractor shall deliver packing materials to existing locations identified by COTR in conjunction with the Project Manager approximately 2 weeks prior to the first move date. All packing crates and/or boxes must be picked up by the Contractor one (1) week after the move at an agreed upon time scheduled by the COTR in conjunction with the Project Manager.

C.2.15 Contractor Personnel

Management

The Contractor shall designate and assign to this Contract an on-site Project Manager who has complete authority to act for the Contractor in managing the entire operation during the term of the Contract. The Contractor’s Project Manager shall be responsible for coordinating, scheduling, managing conflict and making immediate and final decisions when needed. They shall also have the authority to accept work requests and all other correspondence on behalf of the Contractor, and make decisions regarding personnel actions. The Contractor shall also designate and assign to this Contract one Project Supervisor responsible for on-site supervision of the move activities. The Contractor’s Project Manager and the Project Supervisor shall remain unchanged for the duration of this project unless approved in advance by COTR in conjunction with the Project Manager.

Key Personnel

The Contractor shall also provide one Project Supervisor, for the relocation and be easily distinguishable from the other move personnel.

All Contractor personnel assigned to operate vehicles and mechanical equipment shall be licensed and trained to operate the type and size of vehicle or equipment.

The Contractor shall be responsible for maintaining a standard of employee competency, conduct, integrity and sobriety. All Contractor personnel shall be required to act in a professional manner while on Federal Government premises. COTR in conjunction with the Project Manager reserves the right, at its sole discretion, to remove any Contractor employee from the premises that is found to be using profanity, harassing SEH employees, appears to be under the influence of alcohol or other substances, or behaving in a manner deemed unacceptable by COTR in conjunction with the Project Manager.

The Contractor shall ensure that their employees do not engage in unauthorized use of SEH property, and do not open desk drawers or cabinets. The use of telephones and computer equipment is expressly prohibited. The Contractor and COTR in conjunction with the Project Manager Representatives shall set employee breaks and their location. 11 eating, drinking is prohibited except in designated areas. Smoking and taking photos is

strictly prohibited on the campus. The use of personal cell phones except for emergencies is prohibited while Contractor employees are on site. Alcohol, drugs and music are also strictly prohibited while on SEH property.

C.3 Security Requirements

These Security requirements may change at any time. The Contractor shall be notified of any new procedures upon implementation of those procedures. The Contractor is responsible for any costs associated with complying with the Security requirements.

The Contractor shall be expected to comply with all levels of security required for the implementation of the project, including but not limited to, personnel clearances as required by SEH. Contractor personnel shall be required to present two FD-258 fingerprint cards to the Agency at least thirty days prior to commencement of the Contract. Security shall process the submitted fingerprint cards. The Contractor shall not submit the name of any individual possessing any of the following: felony conviction, conviction for a crime of violence, multiple misdemeanors, charges, or records of continuing offenses. If the Contract employee changes, the Contracting Officers Technical Representative in conjunction with the Project Manager must receive immediate written notification and new fingerprint cards submitted for the replacement staff. SEH Security reserves the right to deny access to any person pending a fingerprint check.

Contractor personnel may also be subjected to background checks. All Contractor personnel shall be required to park, enter and exit through designated locations and may be required to sign in and out at the Security Checkpoint. Prior to the move date, the names of all on-site move personnel, along with their birthdates and last 4 digits of their social security number, must be submitted to Contracting Officers Technical Representative in conjunction with the Project Manager in order to gain access to the premises.

The Contractor shall require all employees to wear shirts identifying the company name. Supervisors shall be easily distinguishable from other Contract personnel.

C.4 Employee Training and Safety

The Contractor shall provide in his Bid, proof of Safety Training provided to their move staff. It is recommended that personnel assigned to this project complete a training program provided by the Contractor, which at a minimum, addresses move techniques and safety considerations. Additionally, this program shall address the unique requirements of this project, such as handling and protection of equipment. The Contractor shall follow all federal and local government safety rules and regulations in the performance of this Contract.

C.5 Protection of Property and Buildings

The Contractor assumes full responsibility for repair and/or replacement value for all Federal Government-owned property, and shall indemnify the Federal Government for any and all loss or damage of any nature to any and all Federal Government property, including any equipment, supplies, accessories, or parts furnished, while in the custody, care, storage, repair, or services to be performed under the terms of the Contract, resulting in whole or 12 in part from the negligent acts or omissions of Contractor, and subcontractor, or any

employee, agent or representative of Contractor or subcontractors.

C.5.1 Building Protection

One week prior to the move the Contractor's Project Manager/Supervisor shall be required to perform a walkthrough with the Contracting Officers Technical Representative in conjunction with the Project Manager or representative to inspect the condition of the origin facility, property to be moved, and areas that require protection.

The Contractor shall provide and install Masonite floor protection on finished floors at origin and destination. The Contractor shall be required to protect all corridors, walls, doorways, elevators, and landscaped areas along the move route with corrugated wall covering material. All protection must be in place prior to any move activity and be removed upon completion of the move or no more than twenty-four hours after completion.

The Contractor shall immediately replace or repair any protection deemed insufficient by Contracting Officers Technical Representative in conjunction with the Project Manager. Contracting Officers Technical Representative in conjunction with the Project Manager shall approve all materials and methods of protection.

C.5.2 Furniture and Equipment Protection

The Contractor acknowledges that the protection and safe relocation of all electronic equipment and furnishings is of paramount importance in the performance of this Contract. The Contractor, at a minimum, shall wrap and pad all electronic equipment and peripherals in dust or static free materials. Upon arrival at the destination, the Contractor shall unwrap equipment and remove wrappings from the premises.

C.5.3 Mitigation of Facility Damage

The Contractor is solely responsible for damage to facilities resulting from move activities. This shall include but not be limited to cleaning and repairs of walls, floors, corridors, elevators, and any other parts of the buildings to the satisfaction of the Contracting Officers Technical Representative in conjunction with the Project Manager.

Any existing damage or unusual conditions shall be documented by the Contractor and a report shall be provided no less than two days prior to the move to Contracting Officers Technical Representative in conjunction with the Project Manager. Upon completion of the move, a post-move walkthrough shall be performed by the Contractor with the Contracting Officers Technical Representative in conjunction with the Project Manager. If damage is identified as a result of the move, a report must be submitted by the Contractor as to the disposition of the repairs. Restoration of any damage that resulted from the move activities shall be the responsibility of the Contractor. If any damage to the building is identified, SEH facility staff must be consulted and approve the Contractor repair methods. If the Contractor is not able to repair the damage to the satisfaction of the facility staff, costs to secure the appropriate trades to perform the repairs shall be the responsibility of the Contractor.

C.5.4 Mitigation of Furniture, Material and Equipment Damages

If due to any act on the part of the Contractor, its employees or agents, SEH-owned property is lost or damaged during the performance of this Contract, the Contractor shall be responsible to SEH for such loss or damage. No liability shall be assumed for any damage or loss to personal property. The Contracting Officers Technical Representative in conjunction with the Project Manager at its option may require the Contractor to repair/replace, at the Contractor's expense, all SEH-owned property lost or damaged. The Contracting Officers Technical Representative in conjunction with the Project Manager shall, within 10 calendar days of movement of any SEH-owned property, alert the Contractor of any damage or loss of any SEH-owned property and the cost of repair or replacement. The Contractor's liability shall be measured by the repair or replacement cost, whichever is less. The Contractor shall reimburse SEH within 30 calendar days of submittal of claim.

C.6 General Requirements

C.6.1 Coordination and Logistics

Building plans are available for the current building in Attachment D. The Contractor shall be responsible for verification of all dimensions and measurements.

C.6.2 Planning and Implementation

The Contractor shall plan and implement all move activities to minimize the impact to the on-going operation of the hospital with The Project Manager approval all move activities.

C.6.3 Permits and Laws

The Contractor shall be responsible for determining, obtaining and abiding by federal, state and local laws, rules and regulations related to the relocation activity. The Contractor shall be responsible for securing all necessary permits, licenses, and waivers required in completion of this Contract. Any fees required in obtaining, permits, licenses or waivers should be the responsibility of the Contractor.

C.6.4 Certificate of Insurance

The Contractor shall be responsible for obtaining any insurance required by property owners approximately two weeks prior to the start of any move activity. A copy of the certificate shall be provided to the Contracting Officers Technical Representative and the Project Manager.

C.6.5 Communications

The Contractor shall provide cell phones to the Contractor's Project Manager as a means of communication between origin and destination and the Contracting Officers Technical Representative in conjunction with the Project Manager personnel. Phone numbers of the Contractor's Project Manager shall be provided to the Contracting Officers Technical Representative in conjunction and the Project Manager.

C.6.6 Jobsite Cleanliness and Material Disposal

The Contractor shall at all times maintain a clean and orderly work environment. The Contractor shall remove all packing material, debris and cartons from the job site to an off-site location daily and/or as necessary. If necessary, the Contractor shall provide dumpsters, trucks or trailers for removal of debris and packing material. No building trash receptacles shall be used.

C.7 Post Move Services

The Contractor shall not place any boxes or crates on any desks or work surfaces during the move. Crates and boxes must be placed under the desk and work surface as long as they do not obstruct or impede the access to electrical or communication receptacles. Where possible, the Contractor shall stack crates and boxes three to four high with labels visible.

The Contractor shall provide a "fine-tuning" crew on the first business day following the completion of the move. This crew shall be manned appropriately for the size of the move completed. The crew shall be on-site from 8 AM – 4 PM. This crew shall be dedicated to post-move activities in the new location and shall assist in the adjustment and final placement of equipment and furniture. This crew shall collect and remove any empty packing cartons, plastic crates to be cycled to the next group moving.

C.8 Planning

Within one week of notification of an award, the Contractor shall attend an orientation meeting with SEH and the Contracting Officers Technical Representative in conjunction with the Project Manager project team members. Representatives of the entire Contractor's management staff involved with the project must attend.

The COTR in conjunction with the Project Manager shall perform walk-through with the Contractor representative, of the origin buildings to acquire information required to complete a detailed move work plan. The Contractor's work plan, at a minimum, shall include locations of move activities, quantity of property to be moved, equipment necessary to facilitate the move, packing and preparation recommendations, unique requirements of the move, anticipated work schedule and Contractor staffing. The draft work plan shall be submitted ten days after award of Contract. The COTR in conjunction with the Project Manager shall provide comments within two business days of submittal. After receipt of comments the Contractor shall submit their final work plan to the COTR within five business days.

C.9 Contractor Requirements

The Contractor shall meet the following minimum requirements:

- 1) Demonstrated experience providing moving services to large government institutions such as hospitals, clinics or correctional facilities;
- 2) Sufficient full-time staff to ensure a timely and appropriate relocation effort;
- 3) Sufficient equipment to ensure a timely and appropriate relocation effort.

SECTION D: PACKAGING AND MARKING

D. SHIPPING INSTRUCTIONS:

- D.1 The Contractor shall deliver all materials in good condition in the manufacturer's original unopened containers that bear the name and brand of the manufacturer.

Unless otherwise specified in this Invitation for Bid (IFB), each case, crate, barrel, package, etc., delivered under this Contract must be plainly stencil marked or securely tagged, stating the Contractor's name, Contract number and delivery address as noted in the Contract. In case of carload lots, the Contractor shall tag the car, stating Contractor's name and Contract number. Any failure to comply with these instructions shall place the material at the Contractor's risk. Deliveries by rail, water, truck or otherwise, must be within the working hours and in ample time to allow for unloading and if necessary, the storing of the materials or supplies before closing time. Deliveries at any other time shall not be accepted unless specific arrangements have been previously made with the contact person identified in the Contract at the delivery point.

***** END OF SECTION D *****

SECTION E: DELIVERY, INSPECTION AND ACCEPTANCE

E.1 GENERAL PROVISIONS

E.1.1 The inspection and acceptance requirements for the resultant Invitation for Bid (IFB) shall be governed by clause number six (6), Inspection of Services, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March, 2007.

E.2 CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES

E.2.1 The Contractor shall be held to the full performance of the Contract. The District shall deduct from the Contractor's invoice or otherwise withhold payment for any non-conforming service as specified below.

E.2.2 A service task may be composed of several sub-items. A service task may be determined to be partially complete if the Contractor satisfactorily completes some, but not all, of the sub-items. In those cases, partial deductions may be taken from the Contractor's invoice.

E.2.3 The District shall give the Contractor written notice of deductions by providing copies of reports, which summarizes the deficiencies for which the determination was made to assess the deduction in payment for unsatisfactory work.

E.2.4 Therefore, in the case of non-performed work, the District:

E.2.4.1 Shall deduct from the Contractor's invoice all amounts associated with such non-performed work at the rate set out in Section B or provided by other provisions of the Contract;

E.2.4.2 May, at its option, afford the Contractor an opportunity to perform the non-performed work within a reasonable period subject to the discretion of the Director/ACCO and at no additional cost to the District;

E.2.4.3 May, at its option, perform the services by District personnel or other means.

E.2.5 In the case of unsatisfactory work, the District:

E.2.5.1 Shall deduct from the Contractor's invoice all amounts associated with such unsatisfactory work at the rates set out in Section B or provided by other provisions of the Contract, unless the Contractor is afforded an opportunity to re-perform and satisfactory completed the work;

E.2.5.2 May, at its option, afford the Contractor an opportunity to re-perform the unsatisfactory work within a reasonable period subject to the discretion of the Director/ACCO and at no additional cost to the District.

E.3 QUALITY

E.3.1 Contractor’s workmanship shall be of the highest grade, and all materials provided under this Invitation for Bid (IFB) shall be new, of the best quality and grade, and suitable in every respect for the purpose intended.

E.4 INSPECTION OF SUPPLIES

E.4.1 (a) Definition. “Supplies,” as used in this clause, includes, but is not limited to raw materials, components, intermediate assemblies, end products, and lots of supplies.
(b) The Contractor shall be responsible for the materials or supplies covered by this Invitation for Bid (IFB) until they are delivered at the designated point, but the Contractor shall bear all risk on rejected materials or supplies after notification of rejection. Upon the Contractor’s failure to cure within ten (10) days after date of notification, the District may return the rejected materials or supplies to the Contractor at the Contractor’s risk and expense.
(c) The Contractor shall provide and maintain an inspection system acceptable to the District covering supplies under this Contract and shall tender to the District for acceptance only supplies that have been inspected in accordance with the inspection system and have been found by the Contractor to be in conformity with Invitation for Bid (IFB) requirements. As part of the system, the Contractor shall prepare records evidencing all inspections made under the system and the outcome. These records shall be kept complete and made available to the District during Contract performance and for as long afterwards as the Contract requires.
The District may perform reviews and evaluations as reasonably necessary to ascertain compliance with this paragraph. These reviews and evaluations shall be conducted in manners that shall not unduly delay the Contract work. The right of review, whether exercised or not, does not relieve the Contractor of the obligations under this Invitation for Bid (IFB).
(d) The District has the right to inspect and test all supplies called for by the Contract, to the extent practicable, at all places and times, including the period of manufacture, and in any event before acceptance. The District shall perform inspections and tests in a manner that shall not unduly delay the work. The District assumes no Contractual obligation to perform any inspection and test for the benefit of the Contractor unless specifically set forth elsewhere in the Invitation for Bid (IFB).
(e) If the District performs inspection or test on the premises of the Contractor or subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, without additional charge, all reasonable facilities and assistance for the safe and convenient performance of these duties. Except as otherwise provided in the Invitation for Bid (IFB), the District shall bear the expense of District inspections or tests made at other than Contractor’s or subcontractors’ premises; provided, that in case of rejection, the District shall not be liable for any reduction in the value of Definition. “Services” as used in this clause includes services performed, workmanship, and material furnished or utilized in the performance of services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the District covering the services under this Invitation for Bid (IFB). Complete records of all inspection work performed by the or shall be maintained and made available to the District during Contract performance and for as long afterwards as the Contract requires.

(c) The District has the right to inspect and test all services called for by the Contract, to the extent practicable at all times and places during the term of the Contract. The District shall perform inspections and tests in a manner that shall not unduly delay the work.

(d) If the District performs inspections or tests on the premises of the Contractor or subcontractor, the Contractor shall furnish, without additional charge, all reasonable facilities and assistance for the safety and convenient performance of these duties.

(e) If any of the services do not conform to the Contract requirements, the District may require the Contractor to perform these services again in conformity with Contract requirements, at no increase in Contract amount. When the defects in services cannot be corrected by performance, the District may require the Contractor to take necessary action to ensure that future performance conforms to Contract requirements and reduce the Contract price to reflect value of services performed.

(f) If the Contractor fails to promptly perform the services again or take the necessary action to ensure future performance in conformity to Contract requirements, the District may (1) by Contract or otherwise, perform the services and charge the Contractor any cost incurred by the District that is directly related to the performance of such services, or (2) terminate the Contract for default.

***** END OF SECTION E *****

SECTION F: PERFORMANCE AND DELIVERABLES

F.1 TERM OF CONTRACT

The Period of Performance under this Contract shall be from Date of Award through 365 Days.

F.2 PERIOD OF PERFORMANCE

Performance under this Contract shall be in accordance with the terms and conditions set forth herein and by any modification made thereto. The period of performance under this Contract shall be as indicated above.

F.3 CONTRACTOR NOTICE REGARDING LATE PERFORMANCE

In the event the Contractor anticipates or encounters difficulty in complying with the terms and conditions as stated in this Contract, or in meeting any other requirements set forth in this Contract, the Contractor shall immediately notify the Contracting Officer in writing giving full detail as to the rationale for the late delivery and why the Contractor should be granted an extension of time, if any. Receipt of the Contractor's notification shall in no way be construed as an acceptance or waiver by the DMH.

F.4 IDENTIFICATION

F.4.1 The Contractor must provide DMH with a copy of all moving driver identification along with the license plate number of mover within 5 (five) business days prior to moving date.

F.4.2 The Contractor must ensure that all moving trucks are labeled with Company's name on the outside of the vehicle.

***** END OF SECTION F *****

SECTION G: CONTRACT ADMINISTRATION DATA

G.1 CONTRACT ADMINISTRATION

- G.1** Correspondence or inquiries related to this Invitation for Bid (IFB) or any modifications shall be addressed to:

Samuel J. Feinberg, CPPO, CPPB
Director, Contracts and Procurement
Agency Chief Contracting Officer
Department of Mental Health
64 New York Avenue – 4th Floor
Washington, DC 20002
Office - (202) 671-3188
Fax - (202) 671-3395
Email: Samuel.feinberg@dc.gov

G.2 TYPE OF CONTRACT

- G.2.1** This shall be a Fixed Price Contract with fixed unit prices. Contractor shall be remunerated at a fixed unit rate indicated in Section B for service performed. In the event of termination under this IFB, the DMH shall only be liable for the payment of all services accepted during the hours of work actually performed.
- G.2.2** This Contract shall be a “non-personal services Contract”. It is therefore, understood and agreed that Contractor and/or Contractor’s employees: (1) shall perform the services specified herein as independent Contractors, not as employees of the government; (2) shall be responsible for their own management and administration of the work required to bear sole responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this Contract; (3) shall be free from supervision or control by any government employee with respect to the manner or method of performance of the service specified; but (4) shall, pursuant to the Government’s right and obligation to inspect, accept or reject work, comply with such general direction of the Director, Contracts and Procurement/Agency Chief Contracting Officer, or the duly authorized representative as the Contracting Officer’s Technical Representative (COTR) as is necessary to ensure accomplishment of the Contract objectives.
- G.2.3** By accepting this order or Contract Contractor agrees that the District, at its discretion, after completion of order or Contract period, may hire an individual who is performing services as a result of this order or Contract, with restriction, penalties or fees.

G.3 MODIFICATIONS

G.3.1 Any changes, additions or deletions to this IFB shall be made in writing by a formal Modification to this IFB and shall be signed by the Director, Contracts and Procurement/Agency Chief Contracting Officer only.

G.4 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR

G.4.1 DMH's obligation for performance of this Contract beyond that date is contingent upon the availability of appropriated funds from which payment for Contract purposes can be made. No legal liability on the part of the DMH for any payment may arise for performance under this Contract beyond September 30, 2010, until funds are made available to the Director, Contracts and Procurement/Agency Chief Contracting Officer for performance and until Contractor receives notice of availability of funds, to be confirmed in writing by the Agency's Chief Financial Officer.

G.5 DESIGNATION OF THE CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE

G.5.1 The Director, Contracts and Procurement/Agency Chief Contracting Officer shall designate a Contracting Officer's Technical Representative (COTR) who shall, among other duties relating to this IFB, have direct responsibility to assign work to Contractor, review Contractor's performance during the term of this IFB and make recommendations to the Director, Contracts and Procurement/Agency Chief Contracting Officer. The COTR shall also review, approve and sign all invoices prior to payment by DMH. The COTR for this procurement is:

The Contracting Officer's Technical Representative (COTR) for this Contract is:

Yorick Uzes, MPP MSW
Director, Transition Planning
Saint Elizabeths Hospital
DC Department of Mental Health
yorick.uzes@dc.gov
202-645-5461

G.6 SUBMISSION OF INVOICE

G.6.1 Contractor shall submit an original and three copies of the invoice on a monthly basis to Accounts Payable and the COTR. The invoices shall include Contractor's name and address, invoice date, Contract number, Contract line items numbers (CLINS), description of the services, quantity, unit price and extended prices, terms of any prompt payment discounts offered, name and address of the official to whom payment is to be sent and the name, title and phone number of the person to be notified in the event of a defective invoice.

Payment shall be made within forty-five (45) days after the COTR receives a proper and certified invoice from Contractor, unless a discount for prompt payment is offered and payment is made within the discount periods. Any invoices deemed improper for payment shall be returned, **UNPAID** and shall be resubmitted as indicated in this clause.

G.7 CERTIFICATION OF INVOICE

G.7.1 The COTR shall perform certification of the Contractor's invoice. The invoices shall be certified for payment and forwarded to the Chief Financial Officer within five (5) working days after receipt of a satisfactory invoice.

G.8 PAYMENT

G.8.1 In accordance with the Quick Payment Act, D.C. Official Code § 2-221.02, payment shall be made within forty five (45) days from the date of receipt of a properly submitted invoice, after all approvals are completed as required by the PASS system. DMH shall only pay Contractor for performing the services under this Contract at the prices stated in Section B.

G.9 RESPONSIBILITY FOR AGENCY PROPERTY

G.9.1 Contractor shall assume full responsibility for and shall indemnify the DMH for any and all loss or damage of whatsoever kind and nature to any and all Agency property, including any equipment, supplies, accessories, or part furnished, while in Contractor's custody during the performance of services under this IFB, or while in Contractor's custody for storage or repair, resulting from the negligent acts or omissions of Contractor or any employee, agent, or representative of Contractor or Subcontractors'. Contractor shall do nothing to prejudice the DMH's right to recover against third parties for any loss, destruction of, or damage to DMH property and upon the request of the Director, Contracts and Procurement/Agency Chief Contracting Officer shall, at the DMH's expense, furnish to the DMH all reasonable assistance and cooperation, including assistance in the protection of suit and the execution of instruments of assignment in favor of the DMH recovery.

SECTION H: SPECIAL CONTRACT REQUIREMENTS

H.1 CONTRACTOR LICENSE/CLEARENES

H.1.1 Contractor shall maintain documentation that he/she possesses adequate training, qualifications and competence to perform the duties to which he/she is assigned and hold current licenses or certification as appropriate.

H.2 HIPAA PRIVACY COMPLIANCE PRIVACY AND CONFIDENTIALITY COMPLIANCE

H.2.1 Definitions

- (a) “Business Associate” shall mean Contractor.
- (b) “DMH” shall mean the District of Columbia, Department of Mental Health
- (c) “Confidentiality law” shall mean the requirements and restrictions contained in Federal and District law concerning access to child welfare information, including D.C. Official Code §§ 4-1302.03, 1302.08, 1303.06 and 130-3.07.
- (d) “Designated Record Set” means:
 - 1. A group of records maintained by or for DMH that is:
 - (i) The medical records and billing records about individuals maintained by or for a covered health care provider;
 - (ii) The enrollment, payment, claims adjudication and case or medical management record systems maintained by or for a health plan; or
 - (iii) Used, in whole or in part, by or for DMH to make decisions about individuals.
 - 2. For purposes of this paragraph, the term record means any items, collection, or grouping of information that includes Protected Health Information and is maintained, collected, used, or disseminated by or for DMH.
- (e) Individual shall have the same meaning as the term "individual" in 45 CFR 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR 164.502(g).
- (f) Privacy Rule. "Privacy Rule" shall mean the requirements and restrictions contained in 45 CFR part 160 and part 164, subparts A and E, as modified by any District of Columbia laws, including the Mental Health Information Act of 1978, that may have preemptive effect by operation of 45 CFR part 160, subpart B.
- (g) “Protected information” shall include “protected health information” as defined in 45 CFR 164.501, limited to the protected health information created or received by Business Associate from or on behalf of DMH, information required to be kept confidential pursuant to the confidentiality law and confidential information concerning DMH or its employees.
- (h) "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR 164.501, limited to the information created or received by the Business Associate from or on behalf of DMH.

- (i) "Required by law" shall have the same meaning as the term "required by law" in 45 CFR 164.501, except to the extent District of Columbia laws have preemptive effective by operation of 45 CFR part 160, subpart B, or, regarding other protected information, required by District or federal law .
- (j) "Secretary" shall mean the Secretary of the Department of Health and Human Services or designee.

H.2.2 Obligations and Activities of Business Associate

- (a) The Business Associate agrees to not use or disclose protected information other than as permitted or required by this Section H.2 or as required by law.
- (b) The Business Associate agrees to use appropriate safeguards to prevent use or disclosure of the protected information other than as provided for by this Section H.2.
- (c) The Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to the Business Associate of a use or disclosure of protected information by the Business Associate in violation of the requirements of this Section H.2.
- (d) The Business Associate agrees to report to DMH any use or disclosure of the protected information not provided for by this Section H.2 of which it becomes aware.
- (e) The Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides protected information received from, or created or received by the Business Associate on behalf of DMH, agrees to the same restrictions and conditions that apply through this Agreement to the Business Associate with respect to such information.
- (f) The Business Associate agrees to provide access, at the request of DMH and in the time and manner prescribed by the Director, Contracts and Procurement/Agency Chief Contracting Officer, to protected information in a Designated Record Set, to DMH or, as directed by DMH, to an individual in order to meet the requirements under 45 CFR 164.524.
- (g) The Business Associate agrees to make any amendment(s) to protected information in a Designated Record Set that DMH directs or agrees to pursuant to 45 CFR 164.526 at the request of DMH or an Individual and in the time and manner prescribed by the Director, Contracts and Procurement/Agency Chief Contracting Officer.
- (h) The Business Associate agrees to make internal practices, books and records, including policies and procedures and protected information, relating to the use and disclosure of protected information received from, or created or received by the Business Associate on behalf of DMH, available to the DMH, in a time and manner prescribed by the Director, Contracts and Procurement/Agency Chief Contracting Officer, for purposes of the determining DMH's compliance with the Privacy Rule.
- (i) The Business Associate agrees to document such disclosures of protected health information and information related to such disclosures as would be required for DMH to respond to a request by an Individual for an accounting of disclosures of protected health information in accordance with 45 CFR 164.528.

- (j) The Business Associate agrees to provide to DMH or an Individual, in time and manner prescribed by the Director, Contracts and Procurement/Agency Chief Contracting Officer, information collected in accordance with Section (i) above, to permit DMH to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.

H.2.3 Permitted Uses and Disclosures by Business Associate

- (a) Refer to underlying services agreement. Except as otherwise limited in this Section H.2, the Business Associate may use or disclose protected information to perform functions, activities, or services for, or on behalf of, DMH as specified in this IFB, provided that such use or disclosure would not violate the confidentiality law or privacy rule if done by DMH or the minimum necessary policies and procedures of DMH.
- (b) Except as otherwise limited in this Section H.2, the Business Associate may use protected information for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.
- (c) Except as otherwise limited in this Section H.2, the Business Associate may disclose protected information for the proper management and administration of the Business Associate, provided that disclosures are required by law, or the Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it shall remain confidential and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.
- (d) Except as otherwise limited in this Section H.2, the Business Associate may use protected information to provide Data Aggregation services to DMH as permitted by 42 CFR 164.504(e)(2)(i)(B).
- (e) The Business Associate may use protected information to report violations of law to appropriate Federal and State authorities, consistent with § 164.502(j) (1).

H.2.4 Obligations of DMH

- (a) DMH shall notify the Business Associate of any limitation(s) in its notice of privacy practices of DMH in accordance with 45 CFR 164.520, to the extent that such limitation may affect the Business Associate's use or disclosure of protected information.
- (b) DMH shall notify the Business Associate of any changes in, or revocation of, permission by Individual to use or disclose protected information, to the extent that such changes may affect the Business Associate's use or disclosure of protected information.
- (c) DMH shall notify the Business Associate of any restriction to the use or disclosure of Protected information that DMH has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect the Business Associate's use or disclosure of Protected information.

H.2.5 Permissible Requests by DMH

- (a) DMH shall not request the Business Associate to use or disclose protected information in any manner that would not be permissible under the confidentiality law or privacy rule if done by DMH.

H.2.6 Term and Termination

- (a) Term. The requirements of this HIPAA Privacy Compliance Clause shall be effective as of the date of Contract award and shall terminate when all of the protected information provided by DMH to the Business Associate, or created or received by the Business Associate on behalf of DMH, is destroyed or returned to DMH, or, if it is infeasible to return or destroy Protected information, protections are extended to such information, in accordance with the termination provisions in this Section.
- (b) Termination for Cause. Upon DMH's knowledge of a material breach of this Section H.2 by the Business Associate, DMH shall either:
 - (1) Provide an opportunity for the Business Associate to cure the breach or end the violation and terminate the Contract if the Business Associate does not cure the breach or end the violation within the time specified by DMH;
 - (2) Immediately terminate the Contract if the Business Associate has breached a material term of this HIPAA Privacy Compliance Clause and cure is not possible; or
 - (3) If neither termination nor cure is feasible and the breach involves protected health information, DMH shall report the violation to the Secretary.
- (c) Effect of Termination.
 - (1) Except as provided in Section H.2.6(c)(2), upon termination of the Contract, for any reason, the Business Associate shall return or destroy all protected information received from DMH, or created or received by the Business Associate on behalf of DMH. This provision shall apply to protected information that is in the possession of subcontractors or agents of the Business Associate. The Business Associate shall retain no copies of the protected information.
 - (2) In the event that the Business Associate determines that returning or destroying the protected information is infeasible, the Business Associate shall provide to DMH notification of the conditions that make return or destruction infeasible. Upon determination by the Director, Contracts and Procurement/Agency Chief Contracting Officer that return or destruction of protected information is infeasible, the Business Associate shall extend the protections of this Agreement to such protected information and limit further uses and disclosures of such protected information to those purposes that make the return or destruction infeasible, for so long as the Business Associate maintains such protected information.

H.2.7 Miscellaneous

- (a) Regulatory References. A reference in this Section H.2 to a Section in the Privacy Rule means the Section as in effect or as amended.
- (b) Amendment. The Parties agree to take such action as is necessary to amend this Section H.2 from time to time as is necessary for DMH to comply with the requirements of the MHIA and the Health Insurance Portability and Accountability Act of 1996, Public Law No. 104-191.
- (c) Survival. The respective rights and obligations of the Business Associate under Section H.2.6 of this Clause and Sections 9 and 20 of the Standard Contract Provisions for use with District of Columbia Government Supply and Services Contracts, effective March 2007, shall survive termination of the Contract.
- (d) Interpretation. Any ambiguity in this Section H.2 shall be resolved to permit DMH to comply with the Privacy Rule.

H.3 COST OF OPERATION

- H.3.1** All costs of operation under this IFB shall be borne by the Offeror. This includes but is not limited to taxes, surcharges, licenses, insurance, transportation, salaries and bonuses.

H.4 LIQUIDATED DAMAGES

- H.4.1** When the Contractor fails to perform the tasks required under this Contract, DMH shall notify the Contractor in writing of the specific task deficiencies with a scheduled meeting and a Notice to Cure document with a cure period of Not to Exceed Ten (10) Business Days. Upon receiving the Notice to Cure document, the Contractor shall provide DMH with their assessment of the identified deficiencies in order to reach an agreement on a proactive plan to resolve the matter.

The assessment of Liquidated Damages as determined by the Director, Contracts and Procurement/Agency Chief Contracting Officer shall be in an amount of \$350.00 per day against the Contractor until such time that the Contractor has cured its deficiencies and is able to satisfactorily perform the tasks required under this Contract.

- H.4.2** When Contractor is unable to cure its deficiencies in a timely manner and DMH requires a replacement Contractor to perform the required services, Contractor shall be liable for Liquidated Damages accruing until the time DMH is able to award said Contract to a qualified responsive and responsible Contractor. Additionally, if Contractor is found to be in default of said Contract under the Default Clause of the Standard Contract Provisions, the original Contractor is completely liable for any and all total cost differences between their Contract and the new Contract awarded by DMH to the replacement Contractor.

SECTION I: CONTRACT CLAUSES

SECTION I: CONTRACT CLAUSES

I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

I.1.2 The Standard Contract Provisions for use with District of Columbia Government Supply and Services Contracts dated March 2007, (Attachment J.1) the District of Columbia Procurement Practices Act of 1985, as amended, and Title 27 of the District of Columbia Municipal Regulations, as amended, are incorporated as part of the Contract resulting from this solicitation.

I.2 CONTRACTS THAT CROSS FISCAL YEARS

I.2.1 Continuation of this Contract beyond the Fiscal Year is contingent upon future fiscal appropriations.

I.3 CONFIDENTIALITY OF INFORMATION

I.3.1 All information obtained by the Offeror relating to any employee of the District or Consumer of the District shall be kept in absolute confidence and shall not be used by the Offeror in connection with any other matters, nor shall any such information be disclosed to any other person, firm, or corporation, in accordance with the District and Federal laws governing the confidentiality of records.

I.4 TIME

I.4.1 Time, if stated in a number of days, shall include Saturdays, Sundays, and Holidays, unless otherwise stated herein.

I.5 RESTRICTION ON DISCLOSURE AND USE OF DATA

I.5.1 Contractors who include in their Bid data that they do not want disclosed to the public or used by the District Government except for use in the procurement process shall:

I.5.2 Mark the title page with the following legend:

"This Bid includes data that shall not be disclosed outside the District Government and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process."

I.5.3 If however, a Contract is awarded to this Contractor as a result of or in connection with the submission of this data, the District Government shall have the right to duplicate, use, or disclose the data to the extent consistent with the District's needs in the procurement process.

This restriction does not limit the District’s rights to use, without restriction, information contained in this data if it is obtained from another source. The data subject to this restriction are contained in sheets (insert numbers or other identification of sheets).”

I.5.2 Mark each sheet of data it wishes to restrict with the following legend:

“Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this Bid.”

I.6 **RIGHTS IN DATA**

I.6.1 “Data,” as used herein, means recorded information, regardless of form or the media on which it shall be recorded. The term includes technical data and computer software. The term does not include information incidental to Contract administration, such as financial, administrative, cost or pricing, or management information.

I.6.2 The term “Technical Data”, as used herein, means recorded information, regardless of form or characteristic, of a scientific or technical nature. It shall, for example, document research, experimental, developmental or engineering work, or be usable or used to define a design or process or to procure, produce, support, maintain, or operate material. The data shall be graphic or pictorial delineations in media such as drawings or photographs, text in specifications or related performance or design type documents or computer printouts. Examples of technical data include research and engineering data, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information, and computer software documentation. Technical data does not include computer software or financial, administrative, cost and pricing, and management data or other information incidental to Contract administration.

I.6.3 The term “Computer Software”, as used herein means computer programs and computer databases. “Computer Programs”, as used herein means a series of instructions or statements in a form acceptable to a computer, designed to cause the computer to execute an operation or operations. "Computer Programs" include operating systems, assemblers, compilers, interpreters, data management systems, utility programs, sort merge programs, and automated data processing equipment maintenance diagnostic programs, as well as applications programs such as payroll, inventory control and engineering analysis programs. Computer programs shall be either machine-dependent or machine-independent, and shall be general purpose in nature or designed to satisfy the requirements of a particular user.

- I.6.4** The term "computer databases", as used herein, means a collection of data in a form capable of being processed and operated on by a computer.
- I.6.5** Any data derived from the performance of this Contract shall be the sole property of the District. The Contractor hereby acknowledges that all data, including, without limitation, computer program codes, produced by Contractor for the District under this Contract, are works made for hire and are the sole property of the District; but, to the extent any such data shall not, by operation of law, be works made for hire, Contractor hereby transfers and assigns to the District the ownership of copyright in such works, whether published or unpublished. The Contractor agrees to give the District all assistance reasonably necessary to perfect such rights including, but not limited to, the works and supporting documentation and the execution of any instrument required to register copyrights. The Contractor agrees not to assert any rights in common law or in equity in such data. The Contractor shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District shall have released such data to the public.
- I.6.6** The District shall have restricted rights in data, including computer software and all accompanying documentation, manuals and instructional materials, listed or described in a license or agreement made a part of this Contract, which the parties have agreed shall be furnished with restricted rights, provided however, not withstanding any contrary provision in any such license or agreement, such restricted rights shall include, as a minimum the right to:
- I.6.7** Use the computer software and all accompanying documentation and manuals or instructional materials with the computer for which or with which it was acquired, including use at any District installation to which the computer shall be transferred by the District;
- I.6.8** Use the computer software and all accompanying documentation and manuals or instructional materials with a backup computer if the computer for which or with which it was acquired is inoperative;
- I.6.9** Copy computer programs for safekeeping (archives) or backup purposes; and,
- I.6.10** Modify the computer software and all accompanying documentation and manuals or instructional materials, or combine it with other software, subject to the provision that the modified portions shall remain subject to these restrictions.
- I.6.11** The restricted rights set forth in section I.6.6 are of no effect unless
- (i) the data is marked by the Contractor with the following legend:

RESTRICTED RIGHTS LEGEND

Use, duplication, or disclosure is subject to restrictions stated in Contract
No. _____
With _____ (Contractor's Name) and

(ii) If the data is computer software, the related computer software documentation includes a prominent statement of the restrictions applicable to the computer software. The Contractor shall not place any legend on the computer software indicating restrictions on the District's rights in such software unless the restrictions are set forth in a license or agreement made a part of the Contract prior to the delivery date of the software. Failure of the Contractor to apply a restricted rights legend to such computer software shall relieve the District of liability with respect to such unmarked software.

I.6.12 In addition to the rights granted in Section I.6.9 below, the Contractor hereby grants to the District a nonexclusive, paid-up license throughout the world, of the same scope as restricted rights set forth in Section I.6.9 below, under any copyright owned by the Contractor, in any work of authorship prepared for or acquired by the District under this Contract. Unless written approval of the Agency Chief Contracting Officer is obtained, the Contractor shall not include in technical data or computer software prepared for or acquired by the District under this Contract any works of authorship in which copyright is not owned by the Contractor without acquiring for the District any rights necessary to perfect a copyright license of the scope specified in the first sentence of this paragraph.

I.6.13 Whenever any data, including computer software, are to be obtained from a subcontractor under this Contract, the Contractor shall use Section I.6 in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the District's or the Contractor's rights in that subcontractor data or computer software which is required for the District.

I.6.14 For all computer software furnished to the District with the rights specified in Section I.6.5, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope specified in Section I.6.5. For all computer software furnished to the District with the restricted rights specified in Section I.6.6, the District, if the Contractor, either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under this Contract or any paid-up maintenance agreement, or if Contractor should be declared bankrupt or insolvent by the court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the then current version of the source code supplied under this Contract, and a single copy of the documentation associated herewith, upon payment to the person in control of the source code the reasonable cost of making each copy.

I.6.15 The Contractor shall indemnify and save and hold harmless the District, its Officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this Contract, or (ii) based upon any data furnished under this Contract, or based upon libelous or other unlawful matter contained in such data.

I.6.16 Nothing contained in this clause shall imply a license to the District under any patent, or be construed as affecting the scope of any license or other right 33

otherwise granted to the District under any patent.

- I.6.17** Paragraphs I.6.6, I.6.7, I.6.8, I.6.11 and I.6.12 above are not applicable to material furnished to the Contractor by the District and incorporated in the work furnished under Contract, provided that such incorporated material is identified by the Contractor at the time of delivery of such work

I.7 **OTHER CONTRACTORS**

- I.7.1** The Contractor shall not commit or permit any act that shall interfere with the performance of work by another District Contractor or by any District employee.

I.8 **SUBCONTRACTS**

- I.8.1** The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior, written consent of the Contracting Officer. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District shall have the right to review and approve prior to its execution to the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this Contract. Notwithstanding any such subcontractor approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

I.9 **RESERVED**

I.10 **INSURANCE**

- I.10.1** The Contractor shall obtain the minimum insurance coverage set forth below prior to award of the Contract and within ten (10) calendar days after being called upon by the District to do so and keep such insurance in force throughout the Contract period.

- I.10.2** Bodily Injury: The Contractor shall carry bodily injury insurance coverage written in the comprehensive form of policy of at least \$500,000 per occurrence.

- I.10.3** Property Damage: The Contractor shall carry property damage insurance of a least (\$20,000) per occurrence.

- I.10.4** Workers' Compensation: The Contractor shall carry workers' compensation insurance covering all of its employees employed upon the premises and in connection with its other operations pertaining to this Contract, and the Contractor agrees to comply at all times with the provisions of the workers' compensation laws of the District.

- I.10.5** Employer's Liability: The Contractor shall carry employer's liability coverage of at least one hundred thousand dollars (\$100,000) per employee.

- I.10.6** Automobile Liability: The Contractor shall maintain automobile liability insurance written on the comprehensive form of policy. The policy shall

provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the Contract. Policies shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.

I.10.7 All insurance provided by the Contractor as required by this section, except comprehensive automobile liability insurance, shall set forth the District as an additional named insured. All insurance shall be written with responsible companies licensed by the District of Columbia's Department of Insurance and Securities Regulation with a certificate of insurance to be delivered to the District's Contracting Officer within fourteen (14) days of Contract award. The policies of insurance shall provide for at least thirty (30) days written notice to the District prior to their termination or material alteration.

I.11 **EQUAL EMPLOYMENT OPPORTUNITY**

I.11.1 In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Attachment J.2. An award cannot be made to any Contractor who has not satisfied the equal employment requirements as set forth by equal employment requirements.

I.12 **CONTRACTS IN EXCESS OF ONE MILLION DOLLARS**

I.12.1 Any Contract in excess of \$1,000,000 shall not be binding or give rise to any claim or demand against the District until approved by the Council of the District of Columbia and signed by the Agency Chief Contracting Officer.

I.13 **ORDER OF PRECEDENCE**

I.13.1 A conflict in language or any inconsistencies in this Invitation for Bid (IFB) shall be resolved by giving precedence to the document in the highest order of priority which contains language addressing the issue in question. The following sets forth in descending order of precedence priority the documents that are incorporated into this Invitation for Bid (IFB) by reference and made a part of the Contract:

1. Consent Order dated December 12, 2003 in *Dixon, et al. v Fenty, et al.*, CA 74-285 (TFH) (Dixon Consent Order)
2. Department of Justice Settlement Agreement
3. Contract Sections A through M of this IFB
4. Standard Provisions for the Use with District of Columbia Government Supply and Services Contracts, March, 2007
5. Wage Determination No. 2005-2103 (Revision No. 6, May 26, 2009)
6. Invitation for Bids Number **RM-09-IFB-010-BY0-DJW**

- I.13.2** This Contract, including incorporated documents, constitutes the entire agreement between the parties. All previous discussions, writings and agreements are merged herein and shall not provide a basis for modifying or changing this written Contract.

***** END OF SECTION I *****

PART III: SECTION J

LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

- J.1 CONSENT ORDER DATED DECEMBER 12, 2003 in *Dixon, et al. v Fenty, et al.*, CA 74-285 (TFH) (Dixon Consent Order)**
- J.2 SETTLEMENT AGREEMENT BETWEEN THE UNITED STATES AND THE DISTRICT OF COLUMBIA; THE DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH; AND SAINT ELIZABETHS HOSPITAL**

<http://www.dccwatch.com/issues/health070510.htm>

WEBSITES ADDRESSES FOR COMPLIANCE DOCUMENTS

- J.3 TAX CERTIFICATION AFFIDAVIT**
http://ocp.dc.gov/ocp/frames.asp?doc=/ocp/lib/ocp/information/solatt/tax_certification_affidavit.pdf&open=|34644|
- J.4 STANDARD CONTRACT PROVISIONS (MARCH 2007)**
http://ocp.dc.gov/ocp/frames.asp?doc=/ocp/lib/ocp/information/solatt/standard_contract_provisions_0307.pdf&open=|34644|
- J.5 WAGE DETERMINATION**
[Wage Determination - May 26, 2009.PDF\(568KB\)](#)
- J.6 FIRST SOURCE AGREEMENT**
http://www.dcconvention.com/pdfs/First_Source_Employment.PDF
- J.7 EQUAL EMPLOYMENT OPPORTUNITY DOCUMENT**
http://ocp.dc.gov/ocp/frames.asp?doc=/ocp/lib/ocp/information/solatt/eeo_compliance.pdf&open=34644

PROJECT RESOURCES

ATTACHMENT A – Employee Move List (From/To Locations)

ATTACHMENT B – Reuse Furniture Inventory

ATTACHMENT C – East Campus

ATTACHMENT D - Floor Plans of New Hospital

ATTACHMENT E - Move Sequence for Administration and Clinical

ATTACHMENT F - Building Elevators with Dimensions

ATTACHMENT G - Loading Dock Information

ATTACHMENT H - Linear Feet Document

ATTACHMENT I - Proposed Move Schedule

ATTACHMENT J - Proposed Move Plan

ATTACHMENT A

EMPLOYEES ASSIGNED TO RMB

Existing Building	Existing Room #	New Room #	First Name	Last Name	Title	Department	Move Phase	Office vs. W.S.	Current Phone Type	Phone #1	Phone #2	Phone #3
Barton Hall	229		Steven	Wolf		Neurology	Phase 6		Lucent 8510	645-5747		
Barton Hall	225		Stdney	Binks		Neurology / Psychology	Phase 6		Lucent 8510	645-5747		
Barton Hall	218		Edward	Kushner		Neurology	Phase 6		Lucent 8510	645-8741	645-5722	
Barton Hall	222		Jacqueline	Bell	Staff Assistant - Neurology	Neurology	Phase 6		Lucent 8510	645-8741	645-5722	
Barton Hall	228		Phillip	Scrotani		Neurology	Phase 6		Lucent 8510	645-5733	645-5722	
Barton Hall	227		John	Stiller	Neurology Medical Officer	Neurology	Phase 6		Lucent 8510	645-5733	645-5722	
RMB	1w/5		Marla	Cowan	Pharmacist	Pharmacy	Don't move		Lucent 8510	645-7528	645-7560	
RMB	1w/5		Delores	Onley	Pharmacy Technician	Pharmacy	Don't move		Lucent 8510	645-7561	645-7560	
RMB	1w/5		Roney	Won	RMB Pharmacist	Pharmacy	Don't move		Lucent 8510	645-8776		
JHP	C301		Elizabeth	Teggarden	Clinical Psychologist	Assessment Services	Phase 6		Lucent 8510	645-8786		
JHP	C314		Rentla	Perkins	Clinical Psychologist	Assessment Services	Phase 6		Lucent 8510	645-8786		
JHP			Nancy	Ingraham	Clinical Psychologist	Assessment Services	Phase 6			645-8797		
JHP			Vacant		Clinical Psychologist	Assessment Services	Phase 6					
JHP	C320		Phillip A	Scott Jr.	Program Specialist	Assessment Services	Phase 6	Office	Lucent 8510	645-8788		
RMB	1w/19		Saundra	Hill	Administrative Officer	Civil Programs	Don't move		Lucent 8510	645-7553		
RMB	6		Wiley	Trimnier	Housekeeping Aide Foreman	Materials Management	Don't move		Lucent 8510	645-7806		
JHP	A314		Beverly M	Jones	Forensic Clinical Administrator	Forensic Outpatient	Phase 6		Lucent 8510	645-4520		
JHP	A314		Sylvia E	Jefferson	Social Worker	Forensic Outpatient	Phase 6		Lucent 8510	645-4922	645-4777	
JHP	A314		Venus	Young	Psychiatric Nurse	Forensic Outpatient	Phase 6		Lucent 8510	645-4917		
JHP	A314		Monika	McFadden-General	Forensic Psych Counselor	Forensic Outpatient	Phase 6		Lucent 8510	645-4914		
JHP	A314		Stanley P	Huff	Forensic Psych Counselor	Forensic Outpatient	Phase 6		Lucent 8510	645-4918		
JHP	A314		Samantha	Shlakman	Forensic Psychiatrist	Forensic Outpatient	Phase 6					
JHP	233		Lyrida	Abrahamovitz	Assistant Attorney General	OAG	Phase 6			645-3320		
Smith Center	229		Michelle	Bacote	Telecommunications Specialist	DMH-IT	Phase 6			645-7474		
Smith Center	229		Tracey	Conner	Assistant Attorney General	OAG	Phase 6			645-5260		
Smith Center	236		Delores	Danzler	Assistant Attorney General	OAG	Phase 6			645-5267		
Smith Center	226		Paula	Fields	Staff Assistant - OAG	OAG	Phase 6			645-5243		
Smith Center	227		Rosamund	Gilvay-West	Staff Assistant - OAG	OAG	Phase 6			645-5258		
Smith Center	231		Robert	Holder	Chief Mental Health Division	OAG	Phase 6			645-5259		
Smith Center	231		Marco	Render	Assistant Attorney General	OAG	Phase 6			645-5263		
Smith Center	231		Jefferson	Robinson	Telecommunications Specialist	DMH-IT	Phase 6			645-9922		
Beh. Stud.	133	113.04	Mildred	Jefferson	RMB Pharmacy Technician	Pharmacy	Don't move			645-9906		
Beh. Stud.	133	113.04	Sarah	Green	RMB Pharmacy Technician	Pharmacy	Don't move			645-9909		

Department will occupy space in Medical Clinic Space at this time no specific space has been assigned

ATTACHMENT B

BUILDING	ROOM NUMBER	RMB vs. SEH	New Room Assignment	ITEM
CT 3A	Conference Room	SEH		Chair
CT 3A	113	SEH		Chair
CT 3A	155	SEH		Chair
CT 3A	Conference Room	RMB		Chair
CT 3A	Conference Room	RMB		Table
CT 3B	Hallway	RMB		Chair
CT 3B	114	SEH		Christmas Tree
CT 3B	142	RMB		Office Chairs
CT 3B	138	RMB		Folding Tables
CT 3B	156	RMB		Chair
CT 3	107	SEH		Chair
CT 3	106	SEH		Chair
CT 3B	152	SEH		Bookcase
CT 8D	214	SEH		AV Equipment
CT 8D	Dayroom	SEH		AV Equipment
CT 7D	Dayroom	SEH		Trauma Informed Care Items

CT 7D	Dayroom	SEH		AV Equipment
CT 7D	Dayroom	SEH		Bean bag seats
RMB 3	Treatment room	SEH		Code Cart
RMB 3	Milleiu Area	SEH		SAND Chairs
CT 7B	124			Air Hockey Table
CT 7B	124			Ping Pong Table
CT 7B	124	SEH		Televisions
CT 7A	125	SEH		Mannequin
				CPR/emergency equipment (AED machine, suction machine, Oxygen tank)
CT 7A	125	SEH		Medication Cart
CT 7A	125	SEH		Bed
CT 7A	125	SEH		Crash Cart
CT 7A	125	SEH		Crash Cart
RMB 5	Exam Room	SEH		Welch Allen B/P (need new one)
RMB 5	Exam Room	SEH		Trauma Care Items
RMB 6	Nursing Office	SEH		Medical Supplies/Medication
RMB 6	336A	SEH		
	Exam Room / Med Room	SEH		AED
RMB 6	Exam Room	SEH		Oxygen Tanks
RMB 6	Exam Room	SEH		Blood Pressure Cuff Stand
RMB 1	115	SEH		Crash Cart
RMB 1	134	SEH		Medication Cart
RMB 2	Treatment room	SEH		Crash Cart
RMB 2	Treatment room	SEH		EKG Machine
RMB 2	Treatment room	SEH		O2 Tanks
RMB 2	Day Room	SEH		Televisions
JHP 3	214	SEH		Crash Cart
JHP 3	214	SEH		AED
JHP 3	214	SEH		Oxygen Tank

JHP 3	214	SEH		Suction Machine
JHP 3	219	SEH		Medication Cart
JHP D9	429	SEH		Medication Cart
JHP D9	421	SEH		Crash Cart
JHP B7	421	SEH		Crash Cart
JHP B7	433, 431	SEH		Televisions
JHP B7	441	SEH		Medical Supplies/Medication
JHP B7	429	SEH		Medication Cart
CT 8	204	SEH		Electronic Keyboard
CT 8	204	SEH		Hand Drums
CT 8	204	SEH		Percussion Instruments
CT 8	204	SEH		acoustic/ electric guitars
CT 8	204	SEH		Various instruments
TLC 4		SEH		TV / DVD Player
TLC 4		SEH		Art Easel
TLC 4		SEH		Shredder
TLC 4		SEH		Supply Cart
TLC 4		SEH		Large Coffee Maker
TLC 4		SEH		Musical Instruments
TLC 2		SEH		Popcorn Machine
TLC 2		SEH		Large Coffee Maker (45 cup)
TLC 2		SEH		Televisions
TLC 2		SEH		VCR / DVD players
JHP - 1st floor	B-110	SEH		Mosler - GSA Approved Security Container DEA 01240
JHP - 1st floor	B-110	SEH		Military Headstone
JHP - 1st floor	B-111	SEH		Safe 16x24x17
JHP - 4th floor	HALLWAY	SEH		Plaque

JHP- Ward -1 2nd floor	HALLWAY	SEH		Lens&Pens artwork
JHP- 1st floor	D-113	SEH		Large Projection Screen
JHP- 1st floor	C-113	SEH		Large Projection Screen
JHP- 1st floor	C-113	SEH		Wheelchairs
JHP- 1st floor	C-113	SEH		Walkers
JHP- 1st floor	C-113	SEH		Wheelchair scale
JHP- 1st floor	C-113	SEH		Flat screen TV
JHP	Wards JH-1, 3, 6, 7, 8, 9, 10, 11 and 12	SEH		Flat screen TV
JHP -2nd floor	A-215 Medical clinic	SEH		EKG Machines and Hydrotherapy Machine, medical supplies
JHP 5th Floor -Barber Shop	A-519	SEH		TV and Cart
JHP 5th Floor-Music Therapy	A-518	SEH		Percussion instruments and boom box
JHP 5th Floor-Education	A-518	SEH		TV
JHP 4th Floor -Occupational Therapy Clinic	A-414	SEH		Plastic Bins
JHP 4th Floor -Occupational Therapy Clinic	A-414	SEH		Coffee Pot

JHP 4th Floor -Occupational Therapy Clinic	A-414	SEH		Laminating machines
JHP 4th Floor -Occupational Therapy Clinic	A-414	SEH		Button Making Machines
JHP 4th Floor -Occupational Therapy Clinic	A-414	SEH		Laundry Cart
JHP 4th Floor -Occupational Therapy Clinic	A-414	SEH		Plastic Bins
JHP 1st Floor - RT Area	RT Lobby	SEH		TV and Cart
JHP 1st Floor - RT Area	RT Lobby	SEH		RT supplies carts
JHP 1st Floor - RT Area	RT Lobby	SEH		Ping Pong Table
JHP 1st Floor - RT Area	RT Lobby	SEH		Ping Pong Paddles and Balls
JHP 1st Floor - RT Area	RT Office	SEH		Boom Boxes
JHP 1st Floor - RT Area	Kitchen	SEH		Bass Guitar w/ Amp
JHP 1st Floor - RT Area	Kitchen	SEH		Coffee Pots
JHP 1st Floor - RT Area	Kitchen	SEH		Coolers
JHP 1st Floor - RT Area	Kitchen	SEH		Airboard Container
JHP 1st Floor - RT Area	Kitchen	SEH		Popcorn Machine
JHP 1st Floor - RT Area	Kitchen	SEH		Cotton Candy Machine
JHP 1st Floor - RT Area	Kitchen	SEH		Sno Cone Machine
JHP Large Courtyard	Storage Shed	SEH		Sporting Equipment
JHP Large Courtyard	Storage Shed	SEH		Sporting Equipment
JHP Large Courtyard	Storage Shed	SEH		Sporting Equipment
JHP Large Courtyard	Storage Shed	SEH		Sporting Equipment
JHP Large Courtyard	Storage Shed	SEH		Supply and Equipment Carts
JHP Large Courtyard	Storage Shed	SEH		Sporting Equipment
JHP Basement	Gym	SEH		Sporting Equipment
JHP Basement	Gym	SEH		Pull-Up Bar
JHP Basement	Gym	SEH		Step Blocks
JHP Basement	Gym	SEH		Weights
JHP Basement	Gym	SEH		Gym Equipment
JHP Basement	Gym	SEH		Gym Equipment
JHP Basement	Gym	SEH		Gym Equipment
JHP Basement	Gym	SEH		Gym Equipment
JHP Basement	Gym	SEH		Weights
JHP Basement	Gym	SEH		Weights
JHP Basement	Gym	SEH		Weights

JHP 1st Floor	Main Hallway	SEH		Wood Artwork
JHP 1st Floor	Main Hallway	SEH		Yarn Artwork
JHP 1st Floor	Main Hallway	SEH		Memorial Plaque
JHP 1st Floor	Main Hallway	SEH		Memorial Plaque
JHP 1st Floor	RT Lobby	SEH		Bean Collage
JHP 1st Floor	RT Lobby	SEH		Murals
CT 6B	Room 106	RMB		Chair
CT 6B	Room 106	SEH		Carts
CT 6B	Training Room 118	SEH		Easel
CT 6B	Kitchen RM 140	SEH		Coffee Perculator
CT 6B	Duplication Rm 154	SEH		Paper Cutter
CT 6B	Duplication Rm 154	SEH		Paper Trimmer
CT 6B	Duplication Rm 154	SEH		Shredder
CT 6B	Duplication Rm 154	SEH		Laminator
CT 6B	Duplication Rm 154	SEH		Laminator
CT 6B	Duplication Rm 154	SEH		Paper Folding Mach.
CT 6B	Duplication Rm 154	SEH		Comb Binder
CT 6B	Duplication Rm 154	SEH		Comb Binder
CT 6B	Duplication Rm 126	SEH		TV and Cart
CT 6B	Training Rm 126	SEH		Easel
CT 6B	Training Rm 126	SEH		AV closet
CT 6	A	SEH		book carts
CT 6	A	SEH		book carts
CT 6	A	SEH		book carts
CT 6	A	SEH		step stool
CT 6	A	SEH		book return
CT 6	A	SEH		globe
CT 6	A	SEH		dictionary stand
CT 6	C	SEH		TV & television stand
CT 6	A	SEH		study carrels*
CT 6	A	SEH		rocker chairs*
CT 6	A	SEH		roller task chairs*
CT 6	A	SEH		laminating machine
CT 6	A	SEH		paper cutter
CT 6	A	SEH		coat rack
JHP	B-315	SEH		speakers
JHP	B-315	SEH		Television

JHP	B-315	SEH		Typewriter
JHP	B-315	SEH		Lighting Kit
JHP	B-315	SEH		Tri-pod screen
JHP	JHP auditorium	SEH		Fast fold screen
JHP	JHP auditorium	SEH		speakers
JHP	JHP auditorium	SEH		Sound board
JHP	B-315	SEH		Film
Chapel	Main Room	SEH		speakers
Chapel	Main Room	SEH		speakers
Chapel	Main Room	SEH		Sound board
Chapel	Main Room	SEH		CD Player
Chapel	Main Room	SEH		Microphone, Cables, Stans, etc
JHP	B-315	SEH		Data Projectors, Laptop
JHP	B-315	SEH		Computer
JHP	B-315	SEH		Video camera
JHP	B-315	SEH		miscellaneous
BSB	216	SEH		Registrar File System
CT Kitchen	Kitchen	SEH		Chair
CT Kitchen	Kitchen	SEH		Coat Hanger
CT Kitchen	Kitchen	SEH		Food Carriers
CT Kitchen	Kitchen	SEH		Meat rack
CT Kitchen	Kitchen	SEH		Shelving
CT Kitchen	Kitchen	SEH		Ice Cream Rack
CT-3	109			Chair
CT-3	109			Chair
Smith Bldg	103	SEH		Pictures (36x24)
Smith Bldg	101	SEH		Portable Chair
Chapel				Cabinet
Chapel	103			Shredder
Chapel				Flower Stand
Chapel				Mailboxes
Chapel	104			Cabinet
Chapel	104-outer			Cabinet
Chapel				Rack
Chapel				Decorations
Chapel				Creche

Chapel	Protestant Chapel				Altar
Chapel					Stained Glass Windows
Chapel	Main Chapel				Altar
Chapel					Lectern
Chapel					Table
Chapel					Banners
Chapel					Candelabra
Chapel	Catholic Chapel				Plants
Chapel					Altar
Chapel					Lectern
Chapel					Tabernacle
Chapel					Stained Glass Window
Chapel					Wreath
Chapel					Plaques
Chapel	Jewish Chapel				Lectern
Chapel					Tabernacle Lamp
Chapel					Shema
Chapel					Candelabra & Stand
Chapel					Chairs
Chapel	6				TV/MHS Player & Stand
John Howard Chapel					Musical Instruments
John Howard Chapel					Furniture
Blackburn Laboratory	1st Floor Hall A			N/A	Historical Items
Blackburn Laboratory	1st Floor Hall B	SEH #125415		N/A	Historical Items
Blackburn Laboratory	1st Floor Hall B			N/A	Historical Items
Blackburn Laboratory	1st Floor, Room 108			N/A	Historical Items
Blackburn Laboratory	1st Floor, Room 108			N/A	Historical Items
Blackburn Laboratory	Sections Signs 1&2FI			N/A	Historical Items
Blackburn Laboratory	2nd Floor Hallway			N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125494		N/A	Historical Items

Blackburn Laboratory	Room 201	SEH #125495	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125497	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125506	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125496	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125504	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125507	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125501	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125502	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125503	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125504	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125499	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125500	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125512	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125511	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125509	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125510	N/A	Historical Items

Blackburn Laboratory	Room 201	SEH #125508	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125515	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125513	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125514	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #29746	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #29606	N/A	Historical Items
Blackburn Laboratory	Room 201	Cabinet I	N/A	Historical Items
Blackburn Laboratory	Room 201	Cabinet I	N/A	Historical Items
Blackburn Laboratory	Room 201	Cabinet I	N/A	Historical Items
Blackburn Laboratory	Room 201	Cabinet I	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125411	N/A	Historical Items/(Cabinet I)
Blackburn Laboratory	Room 201	SEH #125412	N/A	Historical Items/(Cabinet I)
Blackburn Laboratory	Room 201	SEH #125413	N/A	Historical Items/(Cabinet I)
Blackburn Laboratory	Room 201		N/A	Historical Items/(Cabinet II)
Blackburn Laboratory	Room 201	SEH #125417	N/A	Historical Items/(Cabinet II)
Blackburn Laboratory	Room 201		N/A	Historical Items/(Cabinet II)
Blackburn Laboratory	Room 201	SEH #125416	N/A	Historical Items/(Cabinet II)
Blackburn Laboratory	Room 201	Cabinet II	N/A	Historical Items

Blackburn Laboratory	Room 201	Cabinet II	N/A	Historical Items
Blackburn Laboratory	Room 201	Cabinet II	N/A	Historical Items
Blackburn Laboratory	Room 201	Cabinet II	N/A	Historical Items
Blackburn Laboratory	Room 201	Cabinet II	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125418	N/A	Historical Items/(Cabinet III)
Blackburn Laboratory	Room 201	SEH #125420	N/A	Historical Items/(Cabinet III)
Blackburn Laboratory	Room 201	SEH #125419	N/A	Historical Items/(Cabinet III)
Blackburn Laboratory	Room 201	SEH #125421	N/A	Historical Items/(Cabinet III)
Blackburn Laboratory	Room 201	SEH #125425	N/A	Historical Items/(Cabinet III)
Blackburn Laboratory	Room 201	SEH #125424	N/A	Historical Items/(Cabinet III)
Blackburn Laboratory	Room 201	SEH #125426	N/A	Historical Items/(Cabinet III)
Blackburn Laboratory	Room 201	SEH #125433	N/A	Historical Items/(Cabinet III)
Blackburn Laboratory	Room 201	SEH #125432	N/A	Historical Items/(Cabinet III)
Blackburn Laboratory	Room 201	SEH #125431	N/A	Historical Items/(Cabinet III)
Blackburn Laboratory	Room 201	SEH #125428	N/A	Historical Items/(Cabinet III)
Blackburn Laboratory	Room 201	SEH #125429	N/A	Historical Items/(Cabinet III)
Blackburn Laboratory	Room 201	SEH #125430	N/A	Historical Items/(Cabinet III)
Blackburn Laboratory	Room 201	SEH #125423	N/A	Historical Items/(Cabinet III)
Blackburn Laboratory	Room 201	SEH #125427	N/A	Historical Items/(Cabinet III)
Blackburn Laboratory	Room 201	SEH #125422	N/A	Historical Items/(Cabinet III)
Blackburn Laboratory	Room 201	SEH #123083	N/A	Historical Items/(Cabinet III)
Blackburn Laboratory	Room 201	Cabinet III	N/A	Historical Items
Blackburn Laboratory	Room 201	Cabinet III	N/A	Historical Items
Blackburn Laboratory	Room 201	Cabinet III	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125435	N/A	Historical Items/(Cabinet IV)
Blackburn Laboratory	Room 201	SEH #125434	N/A	Historical Items/(Cabinet IV)

Blackburn Laboratory	Room 201	SEH #123084	N/A	Historical Items/(Cabinet IV)
Blackburn Laboratory	Room 201	SEH #125449	N/A	Historical Items/(Cabinet IV)
Blackburn Laboratory	Room 201	Cabinet IV	N/A	Historical Items
Blackburn Laboratory	Room 201	Cabinet IV	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125446	N/A	Historical Items/(Cabinet IV)
Blackburn Laboratory	Room 201	SEH #125453	N/A	Historical Items/(Cabinet IV)
Blackburn Laboratory	Room 201	SEH #125447/448	N/A	Historical Items/(Cabinet IV)
Blackburn Laboratory	Room 201	SEH #125444	N/A	Historical Items/(Cabinet IV)
Blackburn Laboratory	Room 201	SEH #125445	N/A	Historical Items/(Cabinet IV)
Blackburn Laboratory	Room 201	SEH #125443	N/A	Historical Items/(Cabinet IV)
Blackburn Laboratory	Room 201	SEH #125450	N/A	Historical Items/(Cabinet IV)
Blackburn Laboratory	Room 201	SEH #125452	N/A	Historical Items/(Cabinet IV)
Blackburn Laboratory	Room 201	SEH #125451	N/A	Historical Items/(Cabinet IV)
Blackburn Laboratory	Room 201	SEH #125438	N/A	Historical Items/(Cabinet IV)
Blackburn Laboratory	Room 201	SEH #125436/437	N/A	Historical Items/(Cabinet IV)
Blackburn Laboratory	Room 201	SEH #125442	N/A	Historical Items/(Cabinet IV)
Blackburn Laboratory	Room 201	SEH #125440	N/A	Historical Items/(Cabinet IV)
Blackburn Laboratory	Room 201	SEH #125441	N/A	Historical Items/(Cabinet IV)
Blackburn Laboratory	Room 201	SEH #125439	N/A	Historical Items/(Cabinet IV)
Blackburn Laboratory	Room 201	SEH #125457	N/A	Historical Items/(Cabinet V)
Blackburn Laboratory	Room 201	SEH #125456	N/A	Historical Items/(Cabinet V)
Blackburn Laboratory	Room 201	SEH #125455	N/A	Historical Items/(Cabinet V)
Blackburn Laboratory	Room 201	SEH #125454	N/A	Historical Items/(Cabinet V)
Blackburn Laboratory	Room 201	Cabinet V	N/A	Historical Items
Blackburn Laboratory	Room 201	Cabinet V	N/A	Historical Items
Blackburn Laboratory	Room 201	Cabinet V	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125467/468	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	SEH #125435	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	SEH #125466	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	SEH #125465	N/A	Historical Items/(Cabinet VI)

Blackburn Laboratory	Room 201	SEH #125464	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	SEH #125463	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	SEH #125459	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	SEH #125469	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	SEH #125470	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	SEH #125471	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	SEH #125461	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	SEH #125462	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	SEH #125460	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	SEH #125458	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	SEH #125472	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	SEH #55853	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	Cabinet VI	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125473	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	SEH #125481	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	SEH #125479	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	SEH #125477	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	SEH #125482	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	SEH #125478	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	SEH #125476/480	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	SEH #125475	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	SEH #125454	N/A	Historical Items/(Cabinet VI)
Blackburn Laboratory	Room 201	Cabinet VII	N/A	Historical Items
Blackburn Laboratory	Room 201	SEH #125484	N/A	Historical Items/(Cabinet VII)
Blackburn Laboratory	Room 201	SEH #125491	N/A	Historical Items/(Cabinet VII)
Blackburn Laboratory	Room 201	SEH #125490	N/A	Historical Items/(Cabinet VII)
Blackburn Laboratory	Room 201	SEH #125485	N/A	Historical Items/(Cabinet VII)
Blackburn Laboratory	Room 201	SEH #125493	N/A	Historical Items/(Cabinet VII)
Blackburn Laboratory	Room 201	SEH #125492	N/A	Historical Items/(Cabinet VII)

Blackburn Laboratory	Basement Room 23	SEH #125547	N/A	Historical Items
Blackburn Laboratory	Basement Room 23	SEH #29679	N/A	Historical Items
Blackburn Laboratory	Basement Room 23	SEH #29679	N/A	Historical Items
Blackburn Laboratory	Basement Room 23	SEH #125552	N/A	Historical Items
JHP	Third floor - Room 302			Refurbished Items
JHP	Ward 6			Refurbished Items
JHP	Ward 8			Refurbished Items
JHP	Ward 9			Refurbished Items
JHP	Ward 11			Refurbished Items
Smith Center	324			Shelves
Chapel	Storage Closet			Electronics
Chapel				Musical Instruments
Smith Bldg	118			Electronics
Smith Bldg	101			Portable Chair
JHP	215			Portable Xray Unit
Smith Bldg	102 & 153			Portable light
Smith Bldg	102			Portable Delivery System
Smith Bldg	101			Dental Clinic Equipment
Smith Bldg	101			Dental Clinic Equipment
Smith Bldg	153			Dental Clinic Equipment
Smith Bldg	Mechanical Room Next to Kitchen			Dental Clinic Equipment
Smith Bldg	101			Dental Clinic Equipment
JHP	212			Dental Clinic Equipment
Smith Bldg	101			Dental Clinic Equipment
Smith Bldg	101			Dental Clinic Equipment
JHP	215			Dental Clinic Equipment
Smith Bldg	153 & 101			Dental Clinic Equipment
Smith Bldg	103			Dental Clinic Equipment
Smith Bldg	108			Dental Clinic Equipment

Smith Bldg	101			Dental Clinic Equipment
Smith Bldg	101			Dental Clinic Equipment
Smith Bldg	153 & 101			Dental Clinic Equipment
Smith Bldg	153 & 101			Dental Clinic Equipment
JHP	212			Dental Clinic Equipment
Smith Bldg	101			Dental Clinic Equipment
JHP	212			Dental Clinic Equipment
Smith Bldg	101			Dental Clinic Equipment
Smith Bldg	103			Dental Clinic Equipment
Smith Bldg	102 & 153 & 101			Dental Clinic Equipment
Smith Bldg	108			Dental Clinic Equipment
TLC 4				Cart
TLC 2				Cart
JHP - 4th floor	A-402			Musical Instruments
TLC 4				Musical Instruments
TLC 4				Musical Instruments
CT 7B	124			Pool table
JHP 1st Floor	Auditorium			Musical Instruments

DESCRIPTION OF ITEM	Quantity	Comments	Requestor
Sit On It Brown w/ Blue and Yellow Triangles	30		E. Trutenko
Sit On It Brown w/ Blue and Yellow Triangles	2		E. Trutenko
Sit On It Brown w/ Blue and Yellow Triangles	11		E. Trutenko
Black office chair	3		E. Trutenko
Folding Tables	9		E. Trutenko
Knoll Sled Base Waiting Chair	4		E. Trutenko
Christmas Tree	1		E. Trutenko
Black	1		E. Trutenko
Folding Tables	1		E. Trutenko
Knoll Sled Base Waiting Chairs	1		E. Trutenko
Sit On It Brown w/ Blue and Yellow Triangles	4		E. Trutenko
Sit On It Brown w/ Blue and Yellow Triangles	3	Needed to store DOJ reports. These must be maintained in a secure setting as part of an ongoing lawsuit. Please note the District is facing serious penalties in another suit for failing to maintain documents. One bookcase will go in June Walden-Yeagers Office and two in my office.	E. Trutenko
Bookcases	3		J. Maher
Boombox	1		S. Stone
DVD & TV	2		S. Stone
Multiple items (weighted blanket etc) used for trauma informed care	one large cabinet full		S. Stone

Boombox	1			S. Stone
Red bean bag seats	2			S. Stone
Code Cart	1			M. Bean
Plastic / rubber purple chairs filled w/ sand	20		The chairs are heavy and can not be picked up and thrown. These are easy to clean, no fabric, filled with dry sand. They are very expensive. They are useful for MAX security side	M. Bean
standard size	1			A. Little
standard size	1			A. Little
27in, 25in, 19in	3			A. Little
Mannequin	2			M. Spencer
CPR/emergency equipment (AED machine, suction machine, Oxygen tank)				M. Spencer
Medication Cart	1			M. Spencer
Bed	1			M. Spencer
Crash Cart	1			M. Spencer
Crash Cart	1			M. Spencer
Welch Allen B/P (need new one)	1			M. Spencer
Trauma Care Items	4			M. Spencer
Medical Supplies/Medication	1			M. Spencer
AED	1			M. Spencer
Oxygen Tanks	1			M. Spencer
Blood Pressure Cuff Stand	1			M. Spencer
Red and White Cart	1			M. Spencer
Grey and Beige	1			M. Spencer
Crash Cart	1			M. Spencer
EKG Machine	1			M. Spencer
O2 Tanks	1			M. Spencer
Televisions	1			M. Spencer
Crash Cart	1			M. Spencer
AED	1			M. Spencer
Oxygen Tank	1			M. Spencer

Suction Machine	1		M. Spencer
Medication Cart	1		M. Spencer
Beige color	1		M. Spencer
Red with White top	1		M. Spencer
Crash Cart, AED, and Oxygen tanks	Several		M. Spencer
Televisions	1		M. Spencer
Medical Supplies/Medication	1		M. Spencer
Medication Cart	1		M. Spencer
black cloth gig bag with keyboard	1		V. Hyde
gJembes, conga, buffalo drums	7		V. Hyde
Large boxes containing various persussion instrumetns	5		V. Hyde
various acoustic guitars in black gig bags	5		V. Hyde
black bag, yellow bag and red-roller bag containing various instruemtns	3		V. Hyde
TV / DVD Player	1		
Art Easel	2		N. Hamilton
Paper Shredder	1		N. Hamilton
Supply Cart	1		N. Hamilton
Large Coffee Maker (45 cup)	1		N. Hamilton
Musical Instruments	1		N. Hamilton
Popcorn Machine	1		J. Bartlett
Large Coffee Maker (45 cup)	1		J. Bartlett
Televisions	3		J. Bartlett
VCR/DVD players	2		J. Bartlett
Five drawer, fire resistant file cabinet with combination lock	1		Forensic Admin
Original, incorrect headstone from East Campus Cemetery for William Shields, Seminole Negro Indian Scout	1		Forensic Admin
often used to hold voucher funds pending an outing or disbursement	1		Post Trial
Plaque- Chief Judge Red B. Ugast Forensic Evaluation Branch	1		Lens n' Pens

Photography pictures from the Lens&Pens group	11		Lens n' Pens
Large panoview projection screen purchased for R.T. to use for showing movies outside	1		JHP RT
Large panoview projection screen purchased for R.T. to use for showing movies outside	1		JHP RT
Wheelchairs purchased for Ward JH-2. Items are new and was not used on the unit. Wheelchairs and equipment from Ward JH-2 was sent to RMB	8		Forensic Admin
Walkers purchased for Ward JH-2. Items are new and was not used on the unit. Wheelchairs and equipment from Ward JH-2 was sent to RMB	8		Forensic Admin
Wheelchair purchased for Ward JH-2. Items are new and was not used on the unit. Wheelchairs and equipment from Ward JH-2 was sent to RMB	1		Forensic Admin
1 new TV and 2 TV's that came from Ward JH-2	3		Forensic Admin
Flat screen TV's or patient usage	17		Forensic Admin
Medical supplies and equipment	?		JHP Medical Clinic
TV and Cart	1		JHP - Barber Srv.
Box of instruments	1		JHP - Music
TV	1		JHP - Music
64 drawer plastic bin 18"x12"(placed on shelving units) - used to inventory stamps for stamp program	61		JHP - OT
coffee pot for patient use	1	Will be provided in FF&E (RMB?)	JHP - OT

Laminating machines	2		JHP - OT
Button making machines	2		JHP - OT
Laundry cart for stamps	1		JHP - OT
Large tupperware bins for stamps	8		JHP - OT
TV and Cart	3		JHP - RT
RT supplies carts	3	Will be provided in FF&E (RMB?)	JHP - RT
Ping Pong Table	1		JHP - RT
Ping Pong Paddles and Balls	20 each		JHP - RT
Boom Boxes	3		JHP - RT
Bass Guitar w/ Amp	1 each		JHP - RT
Coffee Pot for Patient Use	2		JHP - RT
Coolers	2		JHP - RT
Container for Water/Punch	1		JHP - RT
Popcorn Machine	1		JHP - RT
Cotton Candy Machine	1		JHP - RT
Sno Cone Machine	1		JHP - RT
Softball Field Bases	5		JHP - RT
Softball Bats	40		JHP - RT
Portable Bat Carts	3		JHP - RT
Large Bag For Softball Equipment	1		JHP - RT
Supply & Equipment Carts	4		JHP - RT
Volleyballs & Kickballs	4 each		JHP - RT
basketballs	5		JHP - RT
Pull-Up Bar	1		JHP - RT
Step Blocks	8		JHP - RT
Weight Bench	1		JHP - RT
Portable Training Punching Bag	1		JHP - RT
Blue Mats	2		JHP - RT
Pro Form SR30 Recumbent Bike	1		JHP - RT
Nordic Rider Bike	1		JHP - RT
Free Weight Bench w/ Weights for Staff	1		JHP - RT
Free Weight Stand For Staff Use Only	1		JHP - RT
Universal Weights	1		JHP - RT

Spade Shovels	8		JHP - RT
Rakes	4		JHP - RT
Assid Sizes Plastic Pots	200		JHP - RT
Assid Starter Pots	200		JHP - RT
Sprinklers	6		JHP - RT
Lrg Pots For Indoor Plants	4		JHP - RT
Claw Diggers	2		JHP - RT
Hoes	20		JHP - RT
Longhandle Flathead Shovels	5		JHP - RT
Shorthandle Flathead Shovels	6		JHP - RT
Pitchforks	2		JHP - RT
Watering Pots	2		JHP - RT
Fork Hoes	3		JHP - RT
Hand Clippers	3		JHP - RT
Wheelbarrel	1		JHP - RT
Box Edger	1		JHP - RT
Red Wire Wrapper	1		JHP - RT
Strawberry Basket Holders	2		JHP - RT
Weed Feeder	1		JHP - RT
Tomato Post	10		JHP - RT
Plant Food Mixture	1 bag		JHP - RT
40 lb. bags of lime	7 bags		JHP - RT
40 lb. bags of Fertilizer	7 bags		JHP - RT
Bale of Hay	1		JHP - RT
Tomato Post Holder (Tail)	2		JHP - RT
Vegetable Fences	6		JHP - RT
Bamboo	1 pack		JHP - RT
Rose Trellis	2		JHP - RT
Bird Feeder	1		JHP - RT
300 linear feet of books on shelving in the library	300 linear ft.		JHP - Library
Nature Scene	1		JHP - Artwork
Martin Luther King Jr.	1		JHP - Artwork
John Kelley	1		JHP - Artwork
"The Living Truth"	2 panels		JHP - Artwork
"Reflections"	1		JHP - Artwork
"Vase of Flowers"	1		JHP - Artwork

"Sunshine"	1		JHP - Artwork
"The Beautiful Colors of Life"	1		JHP - Artwork
Beth Willging Championship	1		JHP - Artwork
RT Staff	2		JHP - Artwork
Bean Collage	1		JHP - Artwork
Panelled Murals in inner and outer lobby	34 panels		JHP - Artwork
Desk Task Chairs	2		Education & Training
Small Roller Carts	2		Education & Training
Easel on Rollers	1		Education & Training
Coffee Perculator	1		Education & Training
Paper Cutter (large)	1		Education & Training
Industrial Paper Trimmer	1		Education & Training
Floor Shredder	1		Education & Training
Laminator (Large)	1		Education & Training
Laminator (small)	1		Education & Training
Paper Folding Mach.	1		Education & Training
Comb Binder (Electric)	1		Education & Training
Comb Binder (Manual)	1		Education & Training
36" TV and Cart	2		Education & Training
Tri-stand Easel	1		Library
cabinet w/ 4 shelves, locking dbl door	1		Library
Single sided book cart (blue)	3		Library
Double sided book cart (grey)	2		Library
rolling step stool	3		Library
mobile book return	1		Library
floor stand globe	1		Library
table top dictionary stand	2		Library
mobile television stand	1		Library
Dbl sided study carrels	2		Library
blue upholstered sled based chairs	4		Library
brown from CT3 Conference room	20		Library
laminating machine	1		Library
paper cutter	1		Library
coat rack	2		Library
25" black 20lbs	4		AV Dept.
13" 25lbs	1		AV Dept.

IBM	1		AV Dept.
In case 30 lbs	1		AV Dept.
8x7	1		AV Dept.
15x20 ft	1		AV Dept.
36" 70 lbs	2		AV Dept.
Mackie	1		AV Dept.
Fuji boxed	2		AV Dept.
36" 70lbs	2		AV Dept.
25" black 20lbs	2		AV Dept.
12 channel	1		AV Dept.
black	1		AV Dept.
same	20 small items		AV Dept.
20x20"	7 items		AV Dept.
10 lbs in black case	1		AV Dept.
Still Composing	Many small items		AV Dept.
Information about patient medico-legal status	2		L. Meadows, W Valliere
Therapeutic Chairs	2		Amelia Peterson-Kosecki
Coat Hanger	1		Amelia Peterson-Kosecki
Insulated Food Carriers	8		Amelia Peterson-Kosecki
Meat rack for freezer	5		Amelia Peterson-Kosecki
Shelving for Cold Boxes	12		Amelia Peterson-Kosecki
Ice Cream Rack	1		Amelia Peterson-Kosecki
Black High Back Chair	1		Jo-Ann Spencer
Black Back w/ Multi-Color Seat	3		Jo-Ann Spencer
Pictures/Word of Encouragment	4		Karen Owens, DDS
Portable Doctors chair	1		Karen Owens, DDS
Glass Cabinet	1		Michael Schirmacher
Shredder	1		Michael Schirmacher
Flower Stand - wooden	1		Michael Schirmacher
Mailboxes - wooden	1		Michael Schirmacher
Vestment Cabinet	1		Michael Schirmacher
Choir Robe Cabinet	1	Used for Epiphany Pageant	Michael Schirmacher
Costume Rack	1	Used for Epiphany Pageant	Michael Schirmacher
Xmas tree, Decorations	Boxes	Used for Xmas Season	Michael Schirmacher
Creche (Manger)	1	Used for Xmas Season	Michael Schirmacher

Altar (Wooden)	1		Michael Schirmacher
2 Stained Glass Windows	2		Michael Schirmacher
Altar (Wooden)	1		Michael Schirmacher
Lectern	1		Michael Schirmacher
Credence Table			Michael Schirmacher
2 Banners			Michael Schirmacher
2 Floor Candelabra			Michael Schirmacher
4 Plants			Michael Schirmacher
Altar (Wooden)			Michael Schirmacher
Lectern			Michael Schirmacher
Tabernacle			Michael Schirmacher
Stained Glass Window			Michael Schirmacher
Floor Advent Wreath			Michael Schirmacher
Stations Plaques			Michael Schirmacher
Lectern			Michael Schirmacher
Tabernacle Lamp			Michael Schirmacher
Marble Wall Shema			Michael Schirmacher
Elec Candelabra & Stand (wooden)			Michael Schirmacher
Velvet chairs			Michael Schirmacher
TV/MHS Player & Stand			Michael Schirmacher
Organ			Michael Schirmacher
Kneelers			Michael Schirmacher
Framed Wet Specimen Brain Sections with attached clinical text beneath	39		Suryabala Kanhouwa
Framed (various sizes) Bromide Photographs by Dr. Isaac W. Blackburn	36		Suryabala Kanhouwa
Framed Photo Collages of Pictorial History of Blackburn Laboratory 1884 - 1984	13		Suryabala Kanhouwa
Asylum Painting, 1861 (fragil)	1		Suryabala Kanhouwa
Signal corps stations, 1861	1		Suryabala Kanhouwa
Metal, painted black on yellow	12		Suryabala Kanhouwa
Historic framed photographs on display, 12"x15"	52		Suryabala Kanhouwa
Blackburn Laboratory Architectural Drawings, 1922	1		Suryabala Kanhouwa

Blackburn Laboratory Architectural Drawings, Exterior Rear Elevation, 1922	1		Suryabala Kanhouwa
Framed Photographs South Elevation Finished, Exterior of Mortuary and Photograph Gallery	1		Suryabala Kanhouwa
Dr. Franz's letter from daughter	1		Suryabala Kanhouwa
Photograph framed of W. W. Godding	1		Suryabala Kanhouwa
Photograph of Dr. S. I. Franz, PhD., Scientific Director, 1910 - 1924	1		Suryabala Kanhouwa
Photograph of Shepherd Ivory Franz Hall Former Life Sciences Unit at U.C.L.A., 1951	1		Suryabala Kanhouwa
Photograph of Nicolas Achucarro, Histopathologist, 1908 - 1910	1		Suryabala Kanhouwa
Copy of Letter of Invitation to Dr. Nicolas Achucarro	1		Suryabala Kanhouwa
Photograph of Dr. G. R. Lafora, 1910 - 1913, Histopathologist			Suryabala Kanhouwa
Letter (copy) from Prof. G. Moya, Head of Service of Neurology, Gran Hospital Madrid	1		Suryabala Kanhouwa
Photograph of Dr. Isaac W. Blackburn,	1		Suryabala Kanhouwa
Typed copy of letter by Dr. Blackburn, dated October 1908	1		Suryabala Kanhouwa
Photograph of Dr. James D. Solomon, Director Blackburn Laboratory, 1958 - 1982	1		Suryabala Kanhouwa
Photograph of Dr. Franklin Martin, Director Blackburn Laboratory, 1955 - 1959	1		Suryabala Kanhouwa
Photograph of Dr. Nolan D.C. Lewis, Director Blackburn Laboratory, 1934 - 1939	1		Suryabala Kanhouwa
Photograph of Dr. Solomon Katzenelbogen, Director Blackburn Laboratory, 1938 - 1953	1		Suryabala Kanhouwa

Photograph of Dr. Walter Freeman, First Director of Blackburn Laboratory, 1924 - 1933				Suryabala Kanhouwa
Photograph of Meta Neumann MS, Neuropathologist, 1924 - 1980	1			Suryabala Kanhouwa
Photograph of Winfred Ashby, PhD., 1927 - 1950	1			Suryabala Kanhouwa
Copy of Letter from Dr. Fairbanks admiring profile of Dr. Ashby	1			Suryabala Kanhouwa
Film Projector Cabinet Table	1			Suryabala Kanhouwa
Bell and Howell Filmsound Master Speaker	1			Suryabala Kanhouwa
Laboratory Annual Reports, 1905, 1906, 1908, Hand written by Dr. I. W. Blackburn	1			Suryabala Kanhouwa
Dr. I. W. Blackburn's Inventory of Supplies kept in Morgue, 1909	1			Suryabala Kanhouwa
Copies of all articles written by Dr. I. W. Blackburn's, 1887 - 1911	1			Suryabala Kanhouwa
Copies of Pathologic Supplement to annual reports of Gov't Hospital for the Insane, 1895/96/87/99/1900	1			Suryabala Kanhouwa
Photographs of early paintings executed by Dr. I. W. Blackburn	1			Suryabala Kanhouwa
Photographs of painting by Dr. I. W. Blackburn of Mrs. Blackburn	1			Suryabala Kanhouwa
Photographs of painting by Dr. I. W. Blackburn	1			Suryabala Kanhouwa
Two Urinalysis Ledgers, 1919, 1923	2			Suryabala Kanhouwa
St. Elizabeths 100th Anniversary Seal	1			Suryabala Kanhouwa
Envelope showing return address of St. Elizabeths Hospital transition from Federal Security Agency to Department of Health, Education, and Welfare	1			Suryabala Kanhouwa
Photograph of Painting of Dorothea L. Dix	1			Suryabala Kanhouwa

Photograph of Administration Building C. 1930	1		Suryabala Kanhouwa
Copy of newly found letter of Dorothea L. Dix	1		Suryabala Kanhouwa
Photograph of Center Building C. 1930	1		Suryabala Kanhouwa
Laboratory Monthly and Annual Reports, 1924 - 1965	1		Suryabala Kanhouwa
Standard Cell Weston-type Milliammeter, 1888	1		Suryabala Kanhouwa
Conical flask with neck spout hose connection	1		Suryabala Kanhouwa
Flask Conical 5000ml	1		Suryabala Kanhouwa
Conical flask with narrow neck, Single Mouth globular bottle	1		Suryabala Kanhouwa
Double mouth globular laboratory bottle	1		Suryabala Kanhouwa
Teardrop laboratory bottle, long neck	1		Suryabala Kanhouwa
Glass laboratory reflux column	1		Suryabala Kanhouwa
Glass utensil condenser	1		Suryabala Kanhouwa
Tissue homogenizer (manual glass utensil)	1		Suryabala Kanhouwa
50ml Laboratory Beaker	1		Suryabala Kanhouwa
1000ml laboratory beaker	1		Suryabala Kanhouwa
Tall neck laboratory bottle	1		Suryabala Kanhouwa
Gourd shaped laboratory bottle	1		Suryabala Kanhouwa
Gourd laboratory bottle	1		Suryabala Kanhouwa
Gourd shaped laboratory bottle	1		Suryabala Kanhouwa
Kymograph Timer c. 1900	1		Suryabala Kanhouwa
Microbiology Ledger 1920	1		Suryabala Kanhouwa
Original magazine article by S. Carolyn	1		Suryabala Kanhouwa
Copy of outline of neuroanatomy course taught by Dr. Shepard Ivory Franz in 1922 - 1923	1		Suryabala Kanhouwa
American optical monocular microscope	1		Suryabala Kanhouwa
Hoskins Thermo Electric Pyrometer, 1905	1		Suryabala Kanhouwa

Chromometer c. 1896	1		Suryabala Kanhouwa
Urine specimen bottle, calibrated	1		Suryabala Kanhouwa
Two reproduction prints of microscopes	2		Suryabala Kanhouwa
Photographs of Frances Farmer and book cover, Dr. Freeman	1		Suryabala Kanhouwa
Watch glasses dishes	3		Suryabala Kanhouwa
Observation glass with cover	1		Suryabala Kanhouwa
Serum bottles	2		Suryabala Kanhouwa
Centrifuge tube, open	1		Suryabala Kanhouwa
Centrifuge tube with stopper	1		Suryabala Kanhouwa
Collection of six test tubes (whole)	1		Suryabala Kanhouwa
Core bores, graduated sizes	1		Suryabala Kanhouwa
Large ceramic mortar and pestle	1		Suryabala Kanhouwa
Cork roller c. 1920	1		Suryabala Kanhouwa
Graduated glass cylinder bottle	1		Suryabala Kanhouwa
Tissue specimen jars, 1895	2		Suryabala Kanhouwa
Bunsen burner	1		Suryabala Kanhouwa
Bunsen burner	1		Suryabala Kanhouwa
Bunsen burner	1		Suryabala Kanhouwa
Marco Alcohol burner, glass	1		Suryabala Kanhouwa
Cathode Ray Tube, 1895	1		Suryabala Kanhouwa
Weston Portable Frequency Meter, 1926	1		Suryabala Kanhouwa
Weston Current Transformer, 1927	1		Suryabala Kanhouwa
Zeiss Comparison Ocular	1		Suryabala Kanhouwa
Reprints of articles by Dr. Winifred Ashby, 1925 - 1930	1		Suryabala Kanhouwa
Photograph of technician operating X-ray with cathode ray tube in position	1		Suryabala Kanhouwa
1922 Urinalysis Ledger and unused Urinalysis worksheet, 1902	1		Suryabala Kanhouwa
White porcelain spoons for measuring chemicals	1		Suryabala Kanhouwa
White ceramic crucible, doors	1		Suryabala Kanhouwa
Flat base evaporating dish	1		Suryabala Kanhouwa
White ceramic evaporating dish	1		Suryabala Kanhouwa

White ceramic evaporating dish	1		Suryabala Kanhouwa
Glass fermentation, Tube	1		Suryabala Kanhouwa
Graduated trumpet glass cylinder	1		Suryabala Kanhouwa
Glass globular bottle	1		Suryabala Kanhouwa
Conical Miniature Flask	1		Suryabala Kanhouwa
Calibrated miniature beaker	1		Suryabala Kanhouwa
Buchner Funnel	1		Suryabala Kanhouwa
Hirsch Funnel, white ceramic	1		Suryabala Kanhouwa
Graduated cylinder glass, no stopper	1		Suryabala Kanhouwa
Small ceramic mortar and pestle	1		Suryabala Kanhouwa
2 pc. Glass weighing vessel and cover	1		Suryabala Kanhouwa
Rubicon Gavimometer (Na/P determination)	1		Suryabala Kanhouwa
1931 Photograph of Chemistry laboratory	1		Suryabala Kanhouwa
Leeds and Northrup Potentiometer	1		Suryabala Kanhouwa
Blown glass specimen bottle with cover and clamp, 1895	1		Suryabala Kanhouwa
Amber acid bottle, stopper to match	1		Suryabala Kanhouwa
Blue-green acid bottle	1		Suryabala Kanhouwa
Pint canning jar, wire baille, no cover	1		Suryabala Kanhouwa
Glass acid bottle	1		Suryabala Kanhouwa
Blown glass cylinder jars with stoppers	2		Suryabala Kanhouwa
Blown glass cylinder jar, stopper			Suryabala Kanhouwa
Photograph 1906 of Neuropathology laboratory	1		Suryabala Kanhouwa
Copy of advertisement for Kock Automatic Micro-Burrettes, 1931	1		Suryabala Kanhouwa
Koch Semi-Micro-Burette, Calibrated	1		Suryabala Kanhouwa
Glass apparatus used for hemoglobin determinations	1		Suryabala Kanhouwa
Koch's "Aeration" tube c. 1916	1		Suryabala Kanhouwa
Clark and Collup apparatus for calcium determination	1		Suryabala Kanhouwa
Hempel Pipette	1		Suryabala Kanhouwa
Warburg Manometric Unit for determining blood gases	1		Suryabala Kanhouwa

Crystal doorknobs 10, 1920's	10		Suryabala Kanhouwa
1 Civil War Poster	1		Suryabala Kanhouwa
Historic framed photographs; 12"x15"	16		Suryabala Kanhouwa
Small electric oscillating fan	1		Suryabala Kanhouwa
Antique Italian wall breakfront bookcase c. 1870; See addendum for books in cabinet	1		Suryabala Kanhouwa
Framed photograph of Dr. W. W. Keen	1		Suryabala Kanhouwa
Leather bound book: Celebration of 90th Birthday of W. W. Keen, January 19, 1927	1		Suryabala Kanhouwa
Framed composite of six photographs relating to Civil War activities of Dr. W. W. Keen	1		Suryabala Kanhouwa
Secret Operation of President Cleveland Mahogany and Mahogany veneer open armchair c. 1890	1		Suryabala Kanhouwa
Andirons made from St. E's railroad track	2		Suryabala Kanhouwa
Logs from trees cut on west campus	2		Suryabala Kanhouwa
Secretary's desk	1		Suryabala Kanhouwa
Framed historic photographs 32"x24"	3		Suryabala Kanhouwa
1865 Defense of Washington poster	1		Suryabala Kanhouwa
Five drawer filing cabinets for historic photographs and Archival material	2		Suryabala Kanhouwa
Eimer and Amend Analytical Balance Scale, late 19th or early 20th century	1		Suryabala Kanhouwa
Fractional weights for analytical balance 1919	1		Suryabala Kanhouwa
Wood Dictionary Stand: Size: 45 1/2" h. for Webster's New International Dictionary Second Edition, 1934	1		Suryabala Kanhouwa
Antique book press c. 1900	1		Suryabala Kanhouwa
Eames plastic moded chairs, 1940	6		Suryabala Kanhouwa
19th Century fire hose wagon	1		Suryabala Kanhouwa
Hand made glass display bookcase	1		Suryabala Kanhouwa

Microscope c. 1930	1			Suryabala Kanhouwa
Oak lab stools	3			Suryabala Kanhouwa
Three legged adjustable maple stool	1			Suryabala Kanhouwa
Models of skeleton for teaching purposes	1			Suryabala Kanhouwa
Heavy Wood Conference Table	1			Dr. Canavan
(1) Wood Loveseat - Poor, (5) Wood Loveseat Bench - Good, (1) Wood Coffee Tables - Good, (2) Wood Chair - Good	9			Dr. Canavan
(1) Wood Loveseat Bench - Good	1			Dr. Canavan
(4) Wood Loveseat Bench - Good, (1) Wood Chair - Good	5			Dr. Canavan
(2) Wood Chairs - Good	2			Dr. Canavan
Portable 3-4 tier movable file shelves	12		Intend to use for staff work stations	C. Jackson
Overhead Projector	1			Michael Schirmacher
Piano	1			Michael Schirmacher
Powerpoint Project Projector for Training Program	1			Karen Owens, DDS
Portable Dental Assistant's chair	1			Karen Owens, DDS
Portable X ray unit	1			Karen Owens, DDS
Portable Light unit	2			Karen Owens, DDS
Portable Dental Unit	1			Karen Owens, DDS
Dental Chair/light unit	2			Karen Owens, DDS
Delivery Unit	2			Karen Owens, DDS
Dental Chair/light unit	2			Karen Owens, DDS
Compressor	1			Karen Owens, DDS
Vacuum Pump	1			Karen Owens, DDS
X-Ray Processor	1			Karen Owens, DDS
X-Ray Processor	1			Karen Owens, DDS
Autoclave Sterilizer	1			Karen Owens, DDS
Autoclave Sterilizer	1			Karen Owens, DDS
X-Ray Machine (Periapical)	2			Karen Owens, DDS
Xray Scanner	1			Karen Owens, DDS
ACL_S Mannaguin	1			Karen Owens, DDS

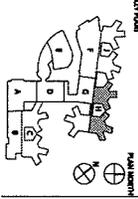
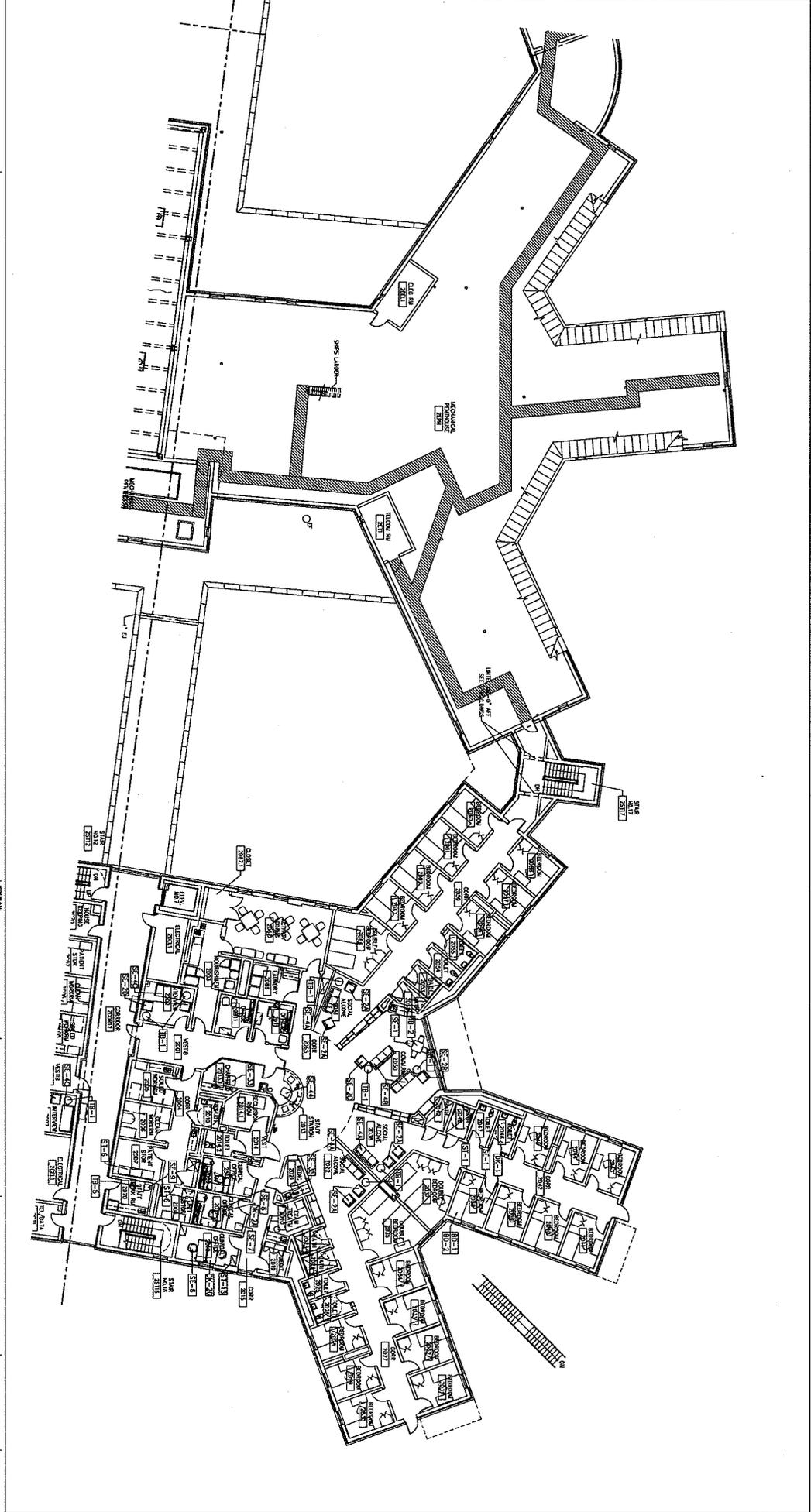
Water Distiller	1		Karen Owens, DDS
Dental Hand Instruments	1		Karen Owens, DDS
Curing Light Unit	1		Karen Owens, DDS
Automatic Scaler	2		Karen Owens, DDS
Automatic Scaler	1		Karen Owens, DDS
Amalgamator	1		Karen Owens, DDS
Amalgamator	1		Karen Owens, DDS
IVAC Machine	1		Karen Owens, DDS
Emergency Kit	1		Karen Owens, DDS
Oxygen tanks	4		Karen Owens, DDS
Oxygen tanks	2		Karen Owens, DDS
Cart to transport supplies	1		J. Bartlett
Cart to transport supplies	1		J. Bartlett
Piano and Organ	1ea		M. Schirmacher
Piano	1		N. Hamilton
Piano	1		N. Hamilton
Pool table	1		A. Little
Piano	1		JHP - RT

ATTACHMENT C

Saint Elizabeths Hospital – East Campus



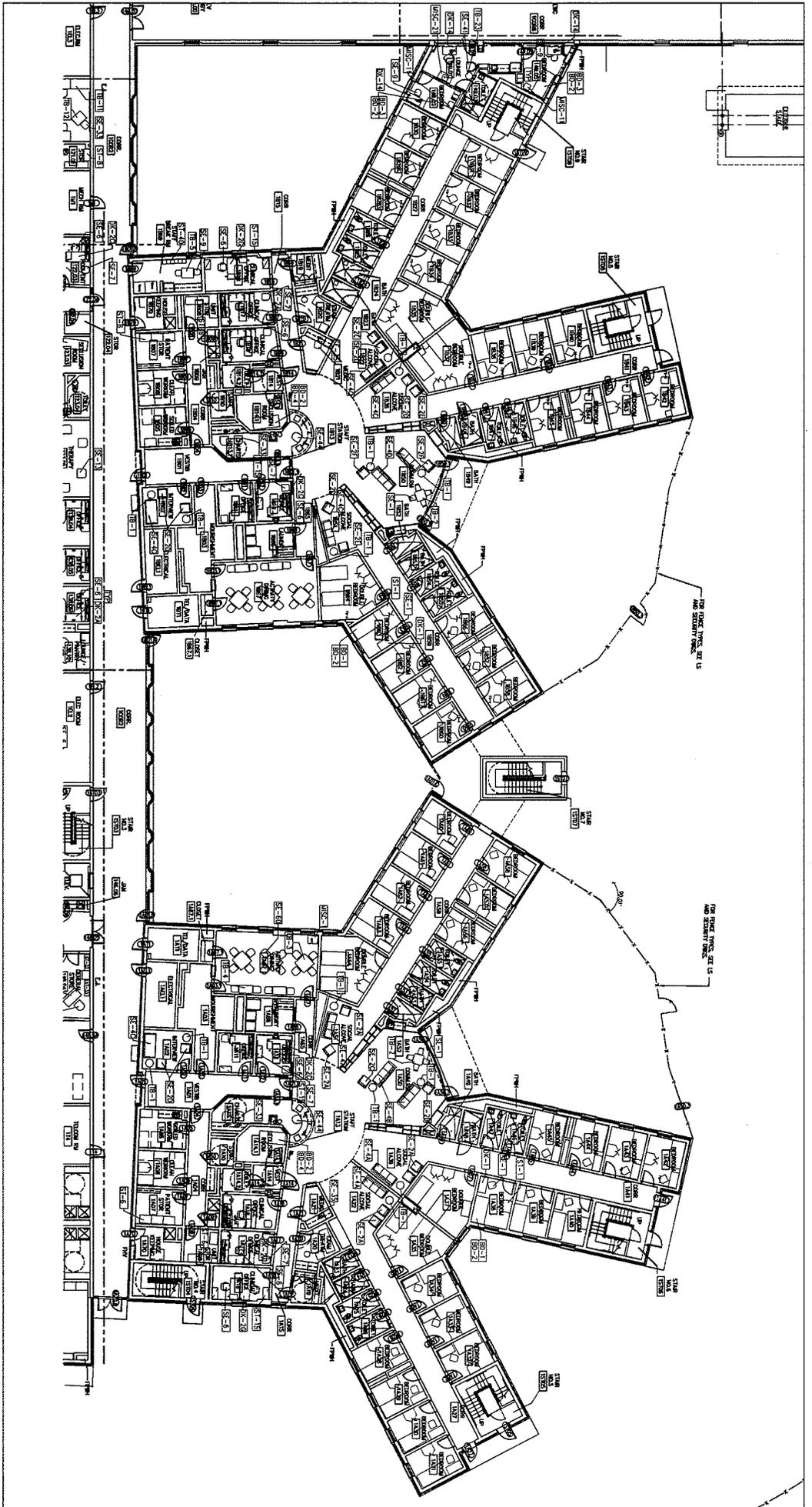
ATTACHMENT D



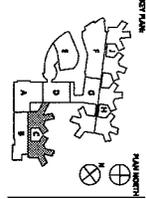
NO. 1000 LAKESIDE
 DATE

District of Columbia
 Department of Mental Health
 Saint Elizabeths
 New Hospital & Consolidation
 Washington, DC

DATE: 10/20/00
 SCALE: 1/4" = 1'-0"
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 SECTION: 1000 LAKESIDE
 SECOND FLOOR PLAN
 FURNITURE PLAN



EYP/
 Environmental
 Planning
 &
 Architecture
 1000 North 17th Avenue, Suite 100
 Denver, Colorado 80202
 Phone: 303.733.8800
 Fax: 303.733.8801
 www.eyp.com

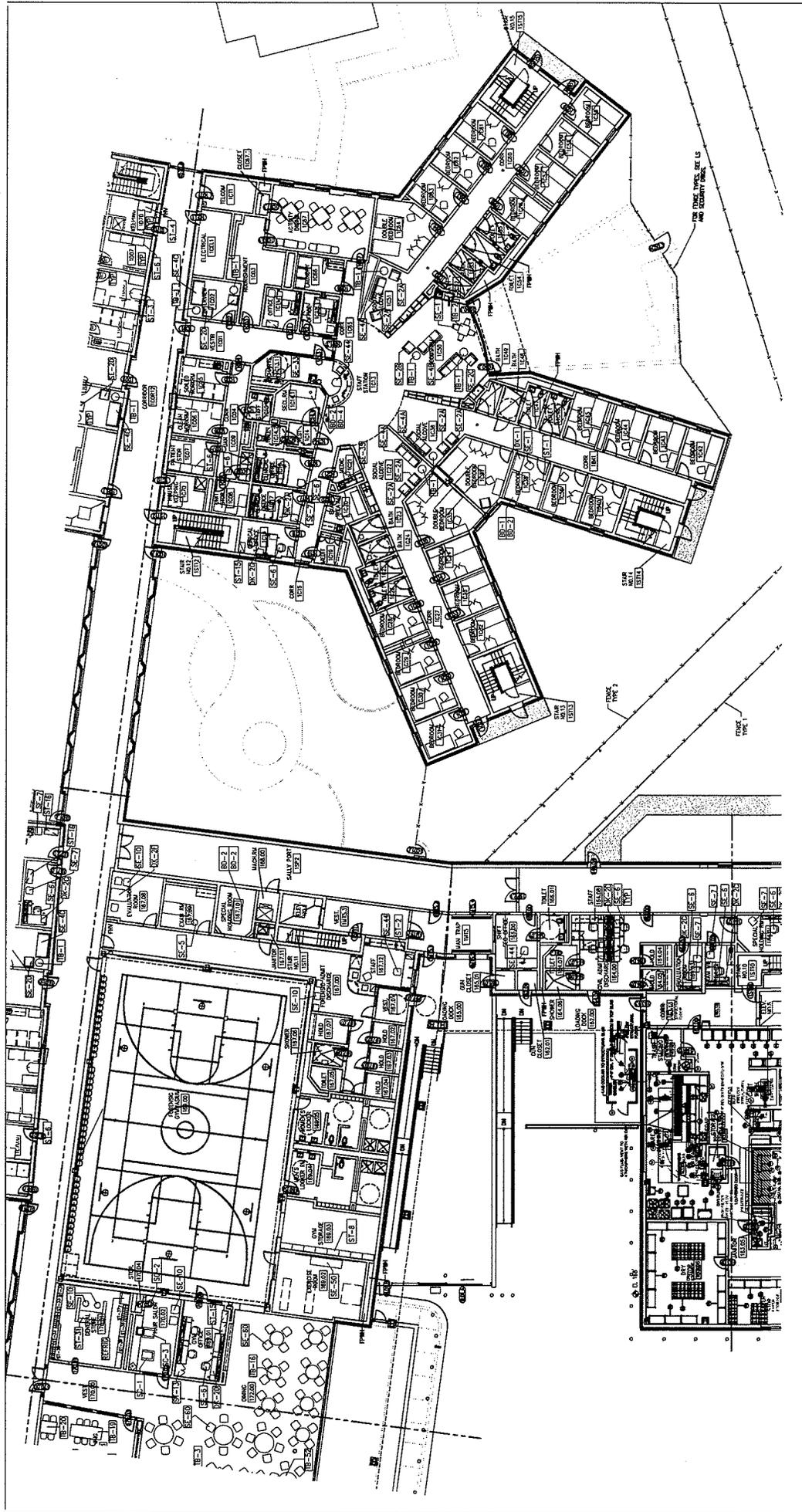


DATE: 3/10/2009
 DRAWN BY: J. HARRIS
 CHECKED BY: J. HARRIS
 PROJECT NO.: 080000023A
 SHEET NO.: 10

District of Columbia
 Department of Mental Health
 Saint Elizabeths
 New Hospital B, Consolidation
 Washington, DC

FIRST FLOOR PLAN
 SECTION "C"
 FURNITURE PLAN

F101C



DATE: 10/10/00
 BY: J. H. HARRIS, P.E.
 PROJECT NO.: 00-0000-00
 DRAWING NO.: 00-0000-00
 CHECKED BY: J. H. HARRIS, P.E.

District of Columbia
 Department of Mental Health
 Saint Elizabeths
 New Hospital & Consolidation
 Washington, DC

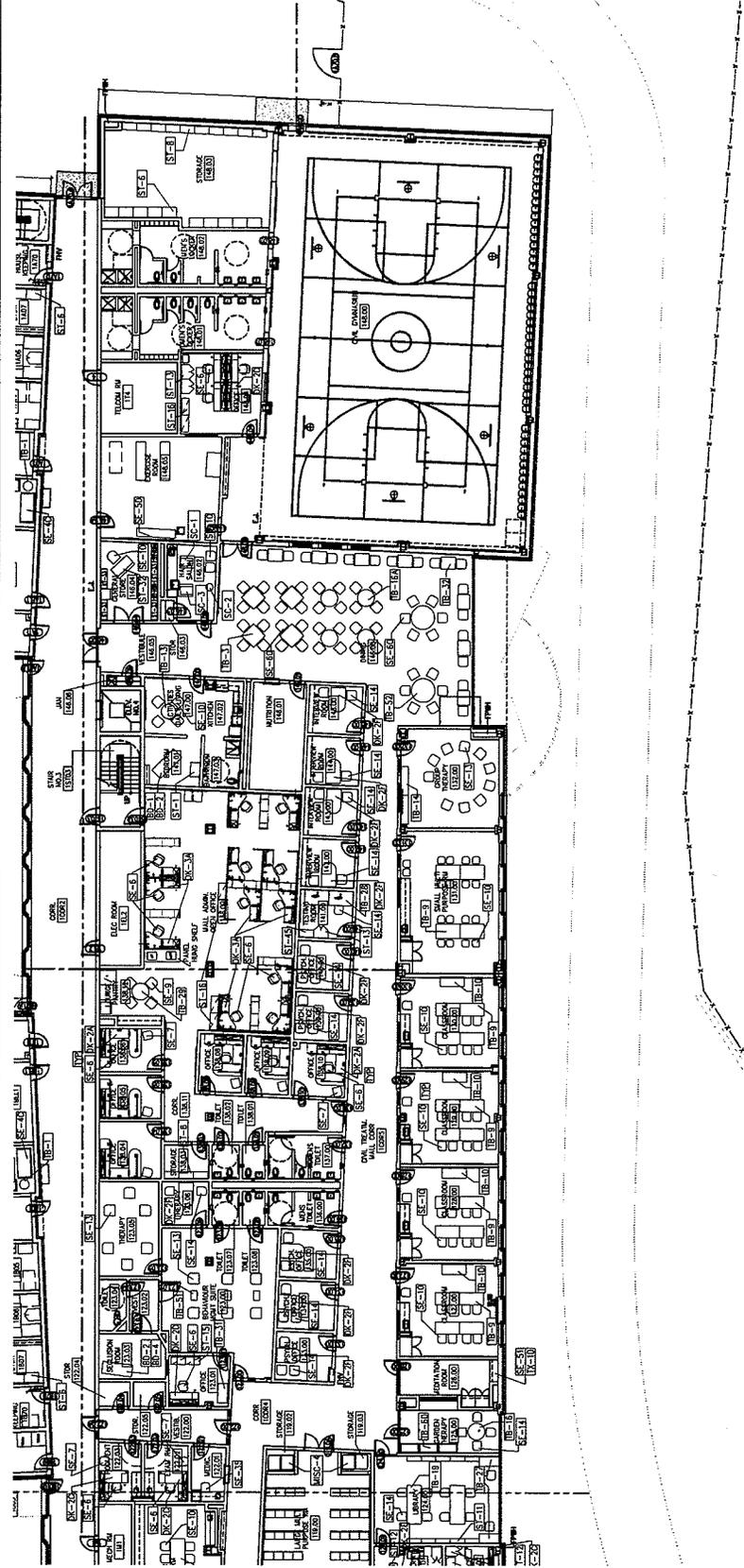


NO. 00-0000-00-000000
 DATE:

FIRST FLOOR PLAN
 SECTION 'C'
 FURNITURE PLAN

F101G

EYP/
 Environmental & Planning, Inc.
 1000 Pennsylvania Avenue, N.W.
 Washington, D.C. 20004
 Phone: 202-462-1000
 Fax: 202-462-1001
 www.eyp.com

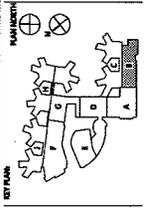


1 FIRST FLOOR PLAN SECTION 'B'

DISTRICT OF COLUMBIA
 DEPARTMENT OF MENTAL HEALTH
 SAINT ELIZABETHS
 NEW HOSPITAL & CONSOLIDATION
 WASHINGTON, DC

SECTION 'B'
 FURNITURE PLAN

F101B

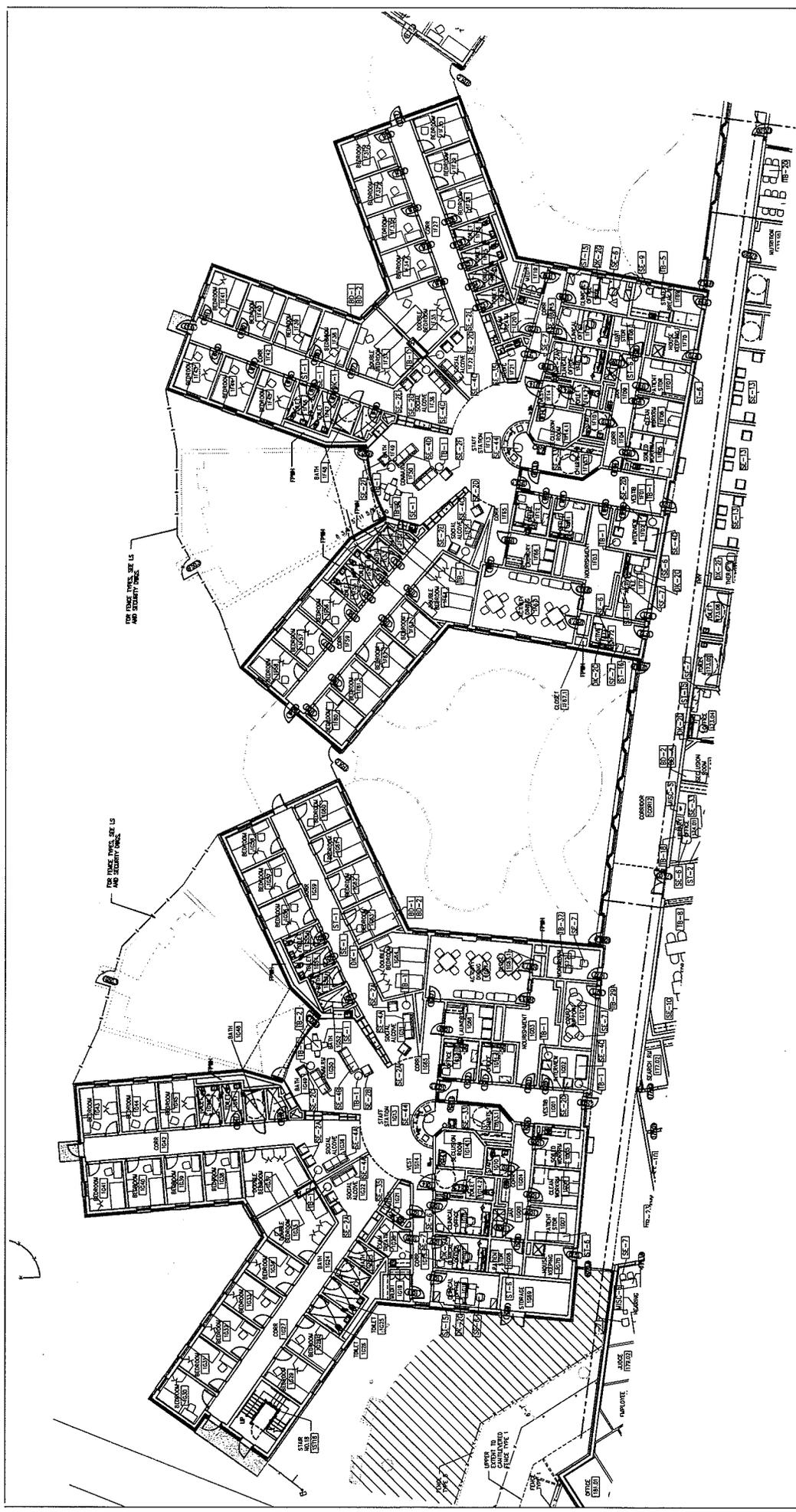


DATE _____
 NO. REVISION/PLAN/SECTION

EYP/

EYP/ARCHITECTS, P.C.
 1100 K STREET, N.W.
 WASHINGTON, D.C. 20004
 TEL: 202-462-1000
 FAX: 202-462-1001
 WWW.EYPARCHITECTS.COM

© 2007 EYP/ARCHITECTS, P.C.
 ALL RIGHTS RESERVED

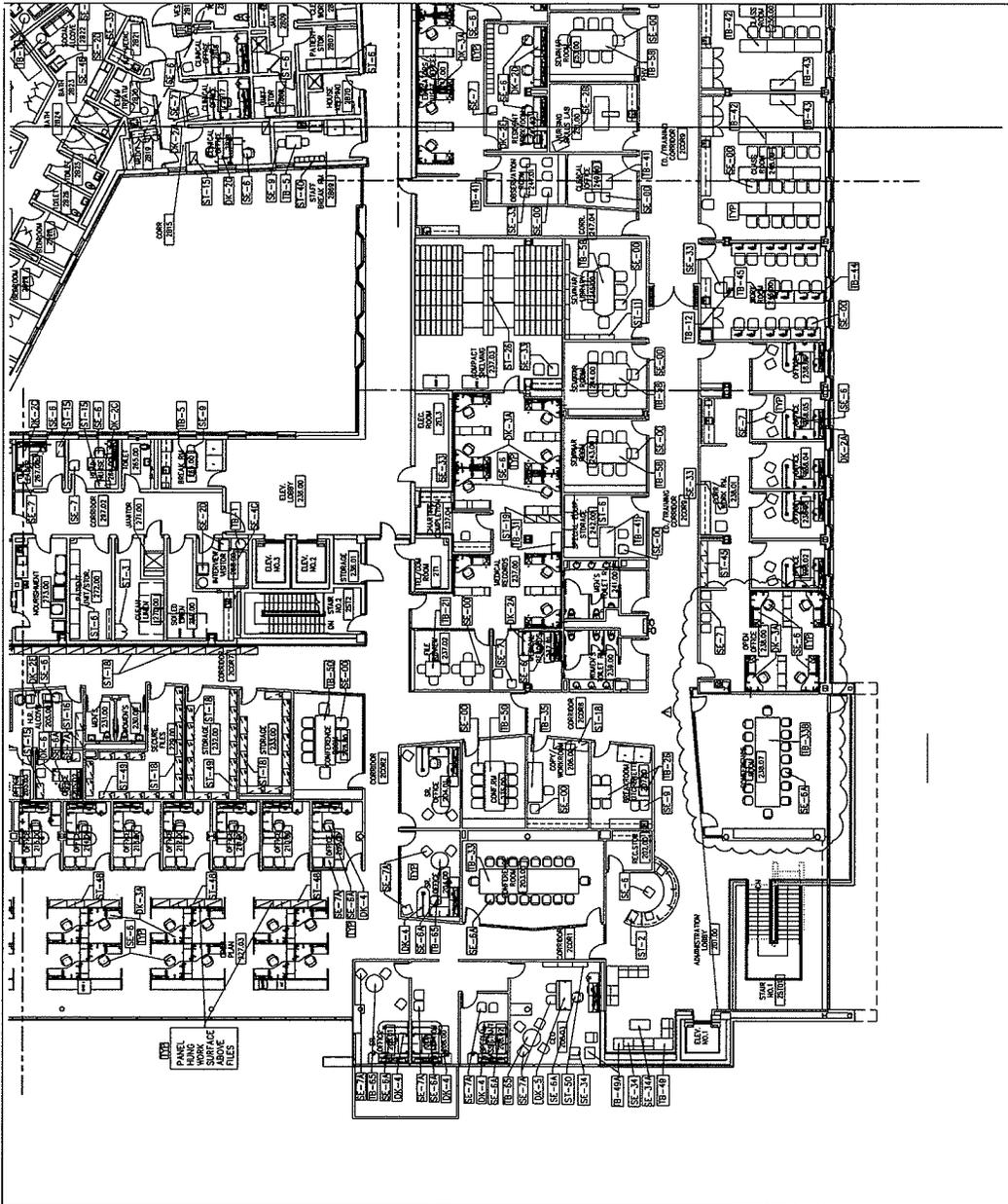


<p>DATE: 11/11/11 BY: J. P. [unreadable] CHECKED BY: [unreadable]</p>		<p>SCALE: 1/8" = 1'-0" PROJECT NO.: 1000000000 DATE: 11/11/11</p>	
<p>District of Columbia Department of Mental Health</p>		<p>FIRST FLOOR PLAN SECTION "F" FURNITURE PLAN</p>	
<p>Saint Elizabeths New Hospital & Consolidation Washington, DC</p>		<p>NO.: 1000000000 DATE: 11/11/11</p>	
<p>PLAN NO.: [unreadable]</p>			
<p>DATE: 11/11/11</p>		<p>BY: J. P. [unreadable]</p>	

F101J

EYP/

© 2011 EYP Inc. All Rights Reserved.
 EYP Inc. is a registered trademark of EYP Inc.
 EYP Inc. is a registered trademark of EYP Inc.
 EYP Inc. is a registered trademark of EYP Inc.

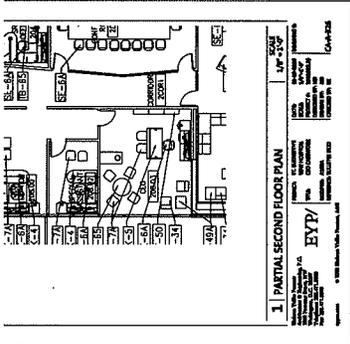


DATE: 10/19/2006
 SCALE: 1/8" = 1'-0"
 EYP PROJECT NO.: 03012201
 DRAWN BY: J.L.
 CHECKED BY: J.L.
 DISTRICT OF COLUMBIA
 DEPARTMENT OF MENTAL HEALTH
 SAINT ELIZABETHS
 NEW HOSPITAL & CONSOLIDATION
 WASHINGTON, DC
 SECTION "A"
 FURNITURE PLAN
 F102A



10/19/2006
 DATE
 EYP/PAH
 REV: 03/20/06/PAH/MSK

EYP/
 EYP/PAH
 10/19/2006
 DATE
 10/19/2006
 DATE
 EYP/PAH
 REV: 03/20/06/PAH/MSK



1 PARTIAL SECOND FLOOR PLAN

PROJECT: [Illegible]
 SHEET: [Illegible]
 DATE: [Illegible]
 DRAWN BY: [Illegible]
 CHECKED BY: [Illegible]

EYP

1000 [Illegible]
 1000 [Illegible]

ATTACHMENT E

SEH PROPOSED MOVE SCHEDULE

DEPARTMENT	DATE	PHASE 1A Apr 12-15	PHASE 1 Apr 16-18	PHASE 2A Apr 19-22	PHASE 2 Apr 23-25	PHASE 3 Apr. 30 - May 2	PHASE 4 Early May	PHASE 5 Next Day	PHASE 6 Future
AV Specialist					X				
Backburn Lab					X				
Business Operations			X						
CAO Administration & Staff					X				
Cashier					X				
CEO Administration			X						
Chaplain Services					X				
Chief Nursing Executive Administration					X				
Civil Administration						X			
Civil Clinical Administrators						X			
Civil Nursing						X			
Civil Patients to New Hospital							X		
Civil Psychiatry						X			
Civil Psychology						X			
Civil Social Work						X			
Civil Staff						X			
Civil Treatment Mall					X				
Communications			X						
Consumer Affairs					X				
COO Administration					X				
Co-Occuring Disorders					X				
COS Administration					X				
Dentistry					X				
DMH-IT									X
DOJ					X				
Education & Training					X				
Employee Health					X				
EVS			X						
Facilities			X						

SEH PROPOSED MOVE SCHEDULE

Forensic Legal Services									X
Forensic OPD									X
Forensic Patients to New Hospital								X	
Forensic Patients to RMB									X
Forensic Post Trial							X		
Forensic Pre-Trial							X		
Forensic Psychiatry							X		
Forensic Psychology							X		
Forensic Rehabilitation Services							X		
Forensic Services Administration							X		
Forensic Social Services							X		
Forensic Staff							X		
Forensic Treatment Mall Administration							X		
HIM			X						
Housekeeping			X						
HR							X		
Infection Control							X		
Internal Civil Patient Ward Move									X
Library					X				
Materials Management			X						
Medical Affairs Administration						X			
Motor Pool			X						
Neurology						X			
Nurse Education						X			
Nutrition			X						
OAG									X
Performance Improvement Dept.						X			
Pharmacy (Behavioral Studies & JHP)						X			
Post Office						X			
Psychiatry (Barton Hall)						X			
Psychiatry Residency Administration						X			
Psychology (Barton Hall)						X			
Psychology Residency Administration						X			
Public Information Officer						X			
Security			X						
Volunteer / Community Outreach						X			

ATTACHMENT F

NEW HOSPITAL ELEVATORS

	One	Two	Three	Four	Five	Six	Seven	Eight
Elevators	One	Two	Three	Four	Five	Six	Seven	Eight
Elevator Use	Passenger	Passenger/Service Class A Freight Loading	Passenger/Service Class A Freight Loading	Passenger	Service Class A Freight Loading	Service Class A Freight Loading	Passenger/Service Class A Freight Loading	Service Class A Freight Loading
Contract Load (lbs)	3500	4000	4000	3500	4000	4000	4000	4000
Platform Size	7'0 wide x 6'2 deep	6'0 wide x 8'4 deep	6'0 wide x 8'4 deep	7'0 wide x 6'2 deep	6'0 wide x 8'1.5 deep	6'0 wide x 8'1.5 deep	6'0 wide x 8'1.5 deep	6'0 wide x 8'1.5 deep
Car and Door Size	3'6 wide x 7'0 high	4'0 wide x 7'0 high	4'0 wide x 7'0 high	3'6 wide x 7'0 high	4'0 wide x 8'0 high	4'0 wide x 8'0 high	4'0 wide x 7'0 high	4'0 wide x 8'0 high
Security System	Security card reader	Security card reader	Security card reader	Security card reader	Security card reader	Security card reader	Security card reader	Security card reader

KITCHEN CT-5

	One	Two	Three
Elevators	One	Two	Three
Elevator Use	Freight Loading	Freight Loading	Passenger
Platform Size	6'8 wide x 5'2 deep	6'8 wide x 5'0 deep	
Car and Door Size	7'0 wide x 7'6 high	6'0 wide x 7'0 high	
Security System	N/A	N/A	N/A

JOHN HOWARD PAVILLION

Elevators	One	Two	Three
Elevators	One	Two	Three

Elevator Use	Passenger	Passenger	Freight Loading
Platform Size	5'2 wide x 8'5 deep	5'2 wide x 8'5 deep	5'2 wide x 7'8 deep
Car and Door Size	4'0 wide x 7'0 high	4'0 wide x 7'0 high	4'0 wide x 7'0 high
Security System	Key Access	Key Access	Key Access

ATTACHMENT G

Delivery Route From Alabama Avenue To The New Hospital Loading Dock



ATTACHMENT H

St. Elizabeths Active Patient Record Requirement

Clinical Area	TYPE	#drawers /		# NOTE-	
		Boxes	LF FILES	BOOKS	LF NOTEBOOK
					0
CT-2 Ward 2A	Civil	8	20	22	5.5
CT-2 Ward 2B	Civil	6	15	20	5
CT-2 Ward 2C	Civil	10	25	20	5
CT-2 Ward 2D	Civil	0	0	20	5
Incident Reports	Civil	8	20	0	0
R&B Ward 1 (Geriatric)	Civil	25	62.5	22	5.5
R&B Ward 2 (Geriatric)	Civil	29	72.5	20	5
R&B Ward 3 (M&M)	Civil	5	12.5	20	5
R&B Ward 4 (Medicaid/Medicare)	Civil	15	37.5	20	5
R&B Ward 5 (Admission)	Civil	5	12.5	20	5
R&B Ward 6 (Admission)	Civil	0	0	20	5
R&B Ward 7	Civil	10	25	20	5
R&B Ward 8	Civil	17	42.5	20	5
SUBTOTAL LINEAR FEET			345		61
TOTAL CIVIL LINEAR FEET		406.00			
TOTAL CIVIL LINEAR INCHES		4872.00			
*Outpatient Unit (incl supply)	Forensic	72	198	75	18.75
*Ward 5 (Legal services)	Forensic	16	40		0
Active Basement (1 st floor Storage)	Forensic	200	400		0
Forensic Ward 10 (B508)	Forensic	16	40	20	5
Forensic Ward 11 (C511)	Forensic	12	30	20	5
Forensic Ward 12 (Next to D512)	Forensic	10	25	20	5
Forensic Ward 9 (Pretrial)	Forensic	7	17.5	20	5
Hinkley (B129)	Forensic	3	7.5		0
Legal Services	Forensic	109	299.75		
Postrial Correspondance	Forensic	8	20		0
Postrial Dupes (duplicate crit. Records)	Forensic	22	55		0
Pretrial Dupes (109)	Forensic	60	150		0
Psych Testing (B115-C)	Forensic	35	87.5		0
Ward 2 (C211)	Forensic	5	12.5	20	5
Ward 3	Forensic	6	15	20	5
Ward 4 (B311)	Forensic	6	15	20	5
Ward 6 (Female Pretrial)	Forensic	5	12.5	20	5
Ward 7 (Pretrial)	Forensic	5	12.5	20	5
Ward 8 (C422)	Forensic	10	25	20	5
SUBTOTAL LINEAR FEET			729.75		35
TOTAL FORENSIC LINEAR FEET		764.75			
TOTAL FORENSIC LINEAR INCHES		9177.00			

ATTACHMENT I

SEH PROPOSED MOVE SCHEDULE

DEPARTMENT	# of Staff	Existing Building	New Building	Move Phase
Business Operations	10	CT-6	Hospital	1
CEO Administration	7	CT-3	Hospital	1
Communications	5	Smith Center	Hospital	1
Facilities	10	Glenside/Smith Center	Hospital	1
HIM Staff	8	Smith Center	Hospital	1
Housekeeping	4	Smith Center/Beh. Studies	Hospital	1
Materials Management	6	Beh. Studies/Smith Center	Hospital	1
Motor Pool	2	White Barn	Hospital	1
Nutrition	10	CT-5/JHP/RMB	Hospital	1
Security	7	Smith Center/Beh. Studies	Hospital	1
A/V Specialist	1	JHP	Hospital	2
Blackburn Lab	5	Blackburn Lab	Hospital	2
CAO Administration & Staff	9	Behavioral Studies	Hospital	2
Chaplain Services	9	Chapel	Hospital	2
Chief Nursing Executive Administration	6	RMB/JHP/Beh. Studies/CT3/CT6	Hospital	2
Civil & Forensic Treatment Mall	32	JHP/CT-8	Hospital	2
Consumer Affairs	4	CT-3/JHP/CT-8	Hospital	2
COO Administration	5	CT-3	Hospital	2
Co-Occurring Disorders	1	CT-8	Hospital	2
COS Administration	2	CT-3	Hospital	2
Dentistry	10	Smith Center/JHP	Hospital	2
DOJ	3	CT-3	Hospital	2
Education & Training	4	CT-6	Hospital	2
Employee Health	1	CT-7	Hospital	2
HR	8	Behavioral Studies	Hospital	2
Infection Control	1	Barton Hall	Hospital	2
Library Staff	2	CT-6	Hospital	2
Medical Affairs Administration	3	CT-3	Hospital	2
Medical Clinic	8	CT-7/CT-3	Hospital	2
Neurology	5	Barton Hall	Hospital	2
Nurse Education	4	CT-3/CT-	Hospital	2
Performance Improvement Dept.	12	Behavioral Studies	Hospital	2
Pharmacy (Behavioral Studies & JHP)	10	Behavioral Studies/JHP	Hospital	2
Post Office	1	Behavioral Studies	Hospital	2
Psychiatry (Barton Hall)	15	Barton Hall	Hospital	2
Psychiatry Residency Administration	5	Barton Hall	Hospital	2

SEH PROPOSED MOVE SCHEDULE

Psychology (Barton Hall)	10	Barton Hall	Hospital	2
Psychology Residency Administration	2	Barton Hall	Hospital	2
Public Information Officer	1	CT-3	Hospital	2
Volunteer / Community Outreach	1	CT-3	Hospital	2
Civil Administration	3	RMB	Hospital	3
Civil Clinical Administrators	5	RMB	Hospital	3
Civil Nursing Administration	7	RMB	Hospital	3
Civil Psychiatry	10	RMB	Hospital	3
Civil Psychology	6	RMB	Hospital	3
Civil Social Work	9	RMB	Hospital	3
Forensic Clinical Administrators	8	JHP	Hospital	3
Forensic Nursing Administration	7	JHP	Hospital	3
Forensic Post Trial	3	JHP	Hospital	3
Forensic Pre-Trial	3	JHP	Hospital	3
Forensic Psychiatry	11	JHP	Hospital	3
Forensic Psychology	5	JHP	Hospital	3
Forensic Services Administration	4	JHP	Hospital	3
Forensic Social Work	6	JHP	Hospital	3
Civil Staff (no belongings)		RMB	Hospital	4
Civil Patients to New Hospital	134	RMB	Hospital	4
Forensic Patients to New Hospital	134	JHP	Hospital	4
Forensic Staff (no belongings)		JHP	Hospital	4
Forensic Patients to RMB	22	JHP	RMB	5
Civil Patients (Internal Move)	27	RMB	RMB	5
Forensic Staff to RMB (no belongings)		JHP	RMB	5
DMH-IT	6	Smith Center/CT-6	RMB	6

ATTACHMENT J

Proposed Move Plan

Move Phase	Proposed Date	# of Staff	Existing Loc.	New Loc.	Comments
1	Apr 16-18	69	CT-6, CT-3, Smith Center, Glenside, Beh. Studies, White Barn, CT-5, JHP, RMB	Hospital	
2	Apr 23-25	180	JHP, Blackburn Lab, Beh. Studies, Chapel, RMB, CT-3, CT-6, CT-8, Smith Center, CT-7, Barton Hall, Beh. Studies	Hospital	
3	Apr. 30 - May 2	87	JHP, RMB	Hospital	
4	May	268 and 225	JHP, RMB	Hospital	Includes Patient Belongings / Unit Support Product. This number reflects 268 patients and approximately 225 line staff with limited/no belongings
5	May	49 and 30	JHP, RMB	Hospital	Includes Patient Belongings / Unit Support Product. This number reflects 49 patients and approximately 30 line staff with limited/no belongings
6	Future	6	Smith Center	RMB	

SECTION K:

REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF CONTRACTORS

K.1 AUTHORIZED NEGOTIATORS

The Contractor represents that the following persons are authorized to negotiate on its behalf with the District in connection with the Invitation for Bids. (List names, titles, and telephone numbers of the authorized negotiators).

K.2 TYPE OF BUSINESS ORGANIZATION

K.2.1 The Contractor, by checking the applicable box, represents that It operates as:

- a corporation incorporated under the laws of the State of _____
- an individual,
- a partnership
- a nonprofit organization, or
- a joint venture; or

(b) If the Contractor is a foreign entity, it operates as:

- an individual
- a joint venture, or
- a corporation registered for business in _____
(Country)

K.3 CERTIFICATION AS TO COMPLIANCE WITH EQUAL OPPORTUNITY OBLIGATIONS

Contracts”, dated June 10, 1985 and the Office of Human Rights’ regulations, Chapter 11, “Equal Employment Opportunity Requirements in Contracts”, promulgated August 15, 1986 (4 DCMR Chapter 11, 33 DCR 4952) are included as a part of this IFB and require the following certification for Contracts subject to the order. Failure to complete the certification shall result in rejection of the Provider for a Contract subject

to the order. I hereby certify that I am fully aware of the content of the Mayor’s 39 Order 85-85 and the Office of Human Rights’ regulations, Chapter 11, and

agree to comply with them in performance of this Invitation for Bid (IFB).

Contractor _____ Date _____

Name _____ Title _____

Signature _____

Contractor ___ has ___ has not participated in a previous Contract or subcontract subject to the Mayor's Order 85-85. Contractor ___ has ___ has not filed all required compliance reports, and representations indicating submission of required reports signed by proposed sub-Contractor. (The above representations need not be submitted in connection with Contracts or subcontracts, which are exempt from the Mayor's Order.)

K.4 BUY AMERICAN CERTIFICATION

The Contractor hereby certifies that each end product, except the end products listed below, is a domestic end product (as defined in Clause 29 of the Standard Contract Provisions, "Buy American Act"), and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

_____ EXCLUDED END PRODUCTS
_____ COUNTRY OF ORIGIN

K.5 DISTRICT EMPLOYEES NOT TO BENEFIT CERTIFICATION

Each Contractor shall check one of the following:

_____ No person listed in Clause 17 of the Standard Contract Provisions shall benefit from this Contract.

_____ The following person(s) listed in Clause 17 shall benefit from this Contract. For each person listed, attach the affidavit required by Clause 17 of the Standard Contract Provisions.

K.6 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

(a) Each signature of the Contractor is considered to be a certification by the signatory that:

- 1) The Prices in this Contract have been arrived at independently, without, for the purpose of restricting competition, any
- 2) consultation, communication, or agreement with any Contractor or competitor relating to:

- (ii) the intention to submit a Contract, or
- (iii) the methods or factors used to calculate the prices in the Contract;

- 3) The Prices in this Contract have not been and shall not be knowingly

disclosed by the Contractor, directly or indirectly, to any other Contractor or competitor before Contract opening unless otherwise required by law; and

- 3) No attempt has been made or shall be made by the Contractor to induce any other concern to submit or not to submit a Contract for the purpose of restricting competition.

Each signature on the offer is considered to be a certification by the signatory that the signatory;

- 1) Is the person in the Contractor's organization responsible for determining the prices being offered in this Invitation for Bid (IFB), and that the signatory has not participated and shall not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and shall not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above:

(insert full name of person(s) in the organization responsible for determining the prices offered in this Contract and the title of his or her position in the Contractor's organization);

- (i) As an authorized agent, does certify that the principals named in subdivision (b)(2)(I) above have not participated, and shall not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and
- (ii) As an agent, has not participated, and shall not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

If the Contractor deletes or modifies subparagraph (a)(2) above, the Contractor must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

K.7 TAX CERTIFICATION

- K.7.1** Each Contractor must submit with its offer, a sworn Tax Certification Affidavit; EEO, Contractor's Affidavit of Responsibility and First Source Agreement as stated in Section J herein.

****END OF SECTION K****

SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO PROVIDERS

L.1 CONTRACT AWARD

L.1.1 Most Advantageous to the District

The District intends to award a single Contract resulting from this Invitation for Bids (IFB) to the responsive and responsible Contractor whose offer conforming to the IFB shall be most advantageous and in the best interest to the District, cost or price, technical and other factors, specified elsewhere in this IFB considered.

L.1.2 Initial Offers

The District shall award Contracts on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the Contractor's best terms from a standpoint of cost or price, technical and other factors.

L.2 BID FORM, ORGANIZATION AND CONTENT

L.2.1 All applicable documents are to be signed in blue ink. Each Bid (if mailed or hand delivered shall be submitted in a sealed envelope conspicuously marked "Invitation for Bids No. (insert solicitation number, title and name of Contractor)"). All applicable documents are to be signed in blue ink. One original and **4 copies** of the written Bids and one electronic copy on a CD in Microsoft format shall be submitted in two parts, titled "Technical Proposal" and "Price Proposal". Bids shall be typewritten in 12 point font size on 8.5" by 11" bond paper. Telephonic, telegraphic, and facsimile Bids shall not be accepted. Each Bid shall be submitted in a sealed envelope conspicuously marked: "Bid in Response to Solicitation No. **RM-010-IFB-010-BY0-DJW** title and name of Contractor.

L.2.2 Descriptive Literature

Literature describing product should be limited to a one 8.5 x 11 page Fact Sheet and a photograph of the product.

L.2.3 Pre-Bid Conference

There shall be a Pre-Bid Conference held on Wednesday, March 17, 2010 at: 1:00 P.M. EST.

**Location: Department of Mental Health
64 New York Avenue, N.E.
Conference Room - D 4th Floor
Washington, DC 20002**

L.2.4 Site Visit

There shall be a Site Visit held on Tuesday, March 16, 2010 at: 1:00 P.M. EST

**Location: Saint Elizabeths Hospital
1100 Alabama Avenue, SE (Lobby)
Washington, D.C. 20032**

L.3 BID SUBMISSION DATE AND TIME, AND LATE SUBMISSIONS, LATE MODIFICATIONS, WITHDRAWAL OR MODIFICATION OF INVITATION FOR BID (IFB) AND LATE BIDS

L.3.1 Bid Submission

Bids shall be submitted No Later than Tuesday, March 23, 2010 at 12:00 P.M. EST to the following address and clearly marked that it is a Bid with the Solicitation Number: RM-010-IFB-010-BY0-DJW

**Department of Mental Health
Attn: Denise J. Wells
Contracts and Procurement Administration
64 New York Avenue, N.E. 4th Floor
Washington, DC 20002**

Bids, modifications to Bids, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are “late” and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

- (a) The Bid or modification was sent by registered or certified mail not later than the fifth (5th) day before the date specified for receipt of offers;
- (b) The Bid or modification was sent by mail and it is determined by the Agency Chief Contracting Officer that the late receipt at the location specified in the solicitation was caused by mishandling by the District, or
- (c) The Bid is the only Bid received.

L.3.2 Withdrawal or Modification of Bids

A Contractor shall modify or withdraw its Bid upon written, telegraphic notice, or facsimile transmission if received at the location designated in the solicitation for submission of Bids, but not later than the closing date for receipt of Bids.

L.3.3 Postmarks

The only acceptable evidence to establish the date of a late Bid, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. If neither postmark shows a legible date, 43 the Bid, modification or request for withdrawal shall be deemed to have been

mailed late. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown on the postmark, the Bid shall be considered late unless the Provider can furnish evidence from the postal authorities of timely mailing.

L.3.4 Late Modifications

A late modification of a successful Bid, which makes its terms more favorable to the District, shall be considered at any time it is received and shall be accepted.

L.3.5 Late Bids

A late Bid, late modification or late request for withdrawal of an offer that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful offers resulting from this solicitation.

L.4 CONTRACTOR'S QUESTIONS

L.4.1 If a prospective Contractor has any questions relative to this IFB, the prospective Contractor shall submit the question in writing to the Contact Person, identified on page one, in writing. The prospective Contractor shall submit questions no later than seven (7) calendar days prior to the closing date and time indicated for this IFB. The District shall not consider any questions received less than 7 calendar days before the date set for submission of Bid. The District shall furnish responses promptly to all other prospective Contractors. An amendment to the IFB shall be issued if that information is necessary in submitting offers, or if the lack of it would be prejudicial to any other prospective Contractors. Oral explanations or instructions given before the award of the Contract shall not be binding.

L.5 FAILURE TO SUBMIT OFFERS

L.5.1 Recipients of this IFB not responding with an offer should not return this solicitation. Instead, they should advise Contracts and Procurement Administration, Director, Contracts and Procurement/Agency Chief Contracting Officer, Department of Mental Health, 64 New York Avenue, N.E., 4th Floor, Washington, DC 20002, Telephone (202) 671-3171 by letter or postcard whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise Director, Contracts and Procurement/Agency Chief Contracting Officer, Department of Mental Health of the reason for not submitting a Bid in response to this IFB.. If a recipient does not submit an offer and does not notify the Director, Contracts and Procurement/ Agency Chief Contracting Officer, Department of Mental Health that future solicitations are desired, the recipient's name shall be removed from the applicable mailing list.

L.6 RESTRICTION ON DISCLOSURE AND USE OF DATA

L.6.1 Contractors who include in their Bid data that they do not want disclosed to the public or used by the District except for use in the procurement process shall mark the title page with the following legend: 44

“This Bid includes data that shall not be disclosed outside the District and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process.

L.6.2 If, however, a Contract is awarded to this Contractor as a result of or in connection with the submission of this data, the District shall have the right to duplicate, use, or disclose the data to the extent consistent with the District’s needs in the procurement process. This restriction does not limit the District’s right to use, without restriction, information contained in this Bid if it is obtained from another source. The data subject to the restriction are contained in sheets **(inset page numbers or other identification of sheets)**).

L.6.3 Mark each sheet of data it wishes to restrict with the following legend:

“Use or disclosure of data contained on the sheet is subject to the restriction on the title page of this Bid.”

L.7 **PROTESTS**

L.7.1 Any actual or prospective Contractor or Contractor, who is aggrieved in connection with the IFB or award of a Contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than 10 business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a IFB which are apparent prior to the time set for receipt of initial bids shall be filed with the Board prior to opening or the time set for receipt of initial Bids. In procurements in which Bids are requested, alleged improprieties which do not exist in the initial IFB, but which are subsequently incorporated into this IFB, must be protested no later than the next closing time for receipt of Bids following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 717 14th Street, N.W., Suite 430, Washington, D.C. 20004. The aggrieved person shall also mail a copy of the protest to the Contracting officer for the IFB.

L.8 **SIGNING OF OFFERS**

L.8.1 The Contractor shall sign the offer and print or type its name on the IFB, Offer and Award form of this IFB. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the Contracting Officer.

L.9 **UNNECESSARILY ELABORATE BIDS**

L.9.1 Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this IFB are not desired and shall be construed as an indication of the Contractor's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

L.10 RETENTION OF BIDS

L.10.1 All Bid documents shall be the property of the District and retained by the District, and therefore shall not be returned to the Contractor.

L.11 BID COSTS

L.11.1 The District is not liable for any costs incurred by the Contractor in submitting a Bid in response to this IFB.

L.12 ELECTRONIC COPY OF BIDS FOR FREEDOM OF INFORMATION ACT REQUESTS

L.12.1 In addition to other Bid submission requirements, the Contractor shall submit an electronic copy of its Bid, redacted in accordance with any applicable exemptions from disclosure in D.C. Official Code section 2-534, in order for the District to comply with Section 2-536(b) that requires the District to make available electronically copies of records that must be made public. The District's policy is to release documents relating to District Bids following award of the Contract, subject to applicable FOIA exemption under Section 2-534(a)(1).

L.13 CERTIFICATES OF INSURANCE

L.13.1 The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in Section I.10 prior to commencing work. Evidence of insurance shall be submitted within fourteen (14) days of Contract award to:

Samuel J. Feinberg, CPPO, CPPB
Director, Contracts and Procurement
Agency Chief Contracting Officer
Department of Mental Health
64 New York Avenue, 4th Floor
Washington, DC 20002
(202) 671-3188 – Office
E-Mail: samuel.feinberg@dc.gov

L.14 ACKNOWLEDGMENT OF AMENDMENTS

L.14.1 The Contractor shall acknowledge receipt of any amendment to this IFB by (a) signing and returning the amendment; (b) by identifying the amendment number and date in the space provided for this purpose in Section K of the IFB; or (c) by letter or telegram including mailgrams. The District must receive the acknowledgment by the date and time specified for receipt of offers. Contractor's failure to acknowledge an amendment shall result in rejection of the offer.

L.15 **RESERVED**

L.16 **KEY PERSONNEL**

L.16.1 The Contractor shall identify proposed key personnel for each discipline required and outline their relevant experience, indicating the percentage of their total time to be dedicated to this project. Identify the Project Manager who shall lead the day to day activities of the project and outline his/her relevant experience., (introductory narrative plus 1 page (maximum) resumes of key personnel only are encouraged).

L.17 **ACCEPTANCE PERIOD**

L.17.1 The Contractor agrees that its offer remains valid for a period of 90 days from the IFB's closing date.

L.18 **LEGAL STATUS OF CONTRACTOR**

L.18.1 Each Bid must provide the following information:

L.18.2 Name, Address, Telephone Number, Federal tax identification number and DUNS Number of Contractor;

L.18.3 A copy of each District of Columbia license, registration or certification that the Contractor is required by law to obtain. This mandate also requires the Contractor to provide a copy of the executed "Clean Hands Certification" that is referenced in D.C. Official Code section 47-2862 (2001), if the Contractor is required by law to make such certification. If the Contractor is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the Contractor shall certify its intent to obtain the necessary license, registration or certification prior to Contract award or its exemption from such requirements; and

L.18.4 If the Contractor is a partnership or joint venture, names of general partners or joint ventures, and copies of any joint venture or teaming agreements.

L.19 **FAMILIARIZATION WITH CONDITIONS**

L.19.1 Contractors shall thoroughly familiarize themselves with the terms and conditions of this IFB, acquainting themselves with all available information regarding difficulties that shall be encountered, and the conditions under which work is to be accomplished. Contractors shall not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

L.20 STANDARDS OF RESPONSIBILITY

- L.20.1** The prospective Contractor must demonstrate to the satisfaction of the District the capability in all respects to perform fully the Contract requirements, therefore, the prospective Contractor must submit the documentation listed below, within five (5) days of the request by the District.
- L.20.2** Furnish evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the Contract.
- L.20.3** Furnish evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- L.20.4** Furnish evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.
- L.20.5** Furnish evidence of compliance with the applicable District licensing, tax laws and regulations.
- L.20.6** Furnish evidence of a satisfactory performance record, record of integrity and business ethics.
- L.20.7** Furnish evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.
- L.20.8** Evidence of other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- L.20.9** If the prospective Contractor fails to supply the information requested, the Director, Contracts and Procurement/Agency Chief Contracting Officer shall make the determination of responsibility or non-responsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the Contracting Officer shall determine the prospective Contractor to be non-responsible.

*****END OF SECTION L*****

M.1 EVALUATION FOR AWARD

M.1.1 Following receipt and evaluation of the Bids, a Contract shall be awarded to the lowest priced bidder whose Bid conforms with all requirements of the Invitation, determined to be responsive and responsible by the Contracting Officer and shall be advantageous to the District in terms of price and price related factors.

M.2 CLAUSES APPLICABLE TO ALL OPEN MARKET SOLICITATION

M.2.1 A. Preference for Local Business, Disadvantaged Businesses, Resident Business Ownerships or Businesses Operation in an Enterprise Zone.

1. General Preferences

Under the provisions of D.C. Law 13.169, “Equal Opportunity for Local, Small or Disadvantaged Business Enterprises Amendment Act of 2000” (the “Act”, as used in this section), the District shall apply preferences in evaluating offers from businesses that are local, disadvantaged, resident business ownership or located in an enterprise zone of the District of Columbia.

For evaluation purposes, the allowable preferences under the Act for this procurement are as follows:

1. Four percent reduction in the bid price or the addition of four points on a 100 point scale for a local business enterprise (LBE) certified by the Local Business Opportunity Commission (LBOC);
2. Three percent reduction in the bid price or the addition of three points on a 100 point scale for a disadvantaged business enterprise (DBE) certified by the LBOC;
3. Three percent reduction in the bid price or the addition of three points on a 100 point scale for a resident business ownership (RBO), as defined in Section 2 (a)(8A) of the Act, and certified by the LBOC; and
4. Two percent reduction in the bid price or the addition of two points on a 100 point scale for a business located in an enterprise zone, as defined in Section 2(5) of D.C. Law 12.268 and in 27 DCMR 899, 39 DCR 9087.9088 (December 4, 1992).

Any prime Contractor that is a LBE certified by the LLBOC shall receive a four percent (4%) reduction in bid price for a bid submitted by the LBE in response to an Invitation for Bid (IFB) or the addition of four points on a 100 point scale added to the overall score for bids submitted by the LBE in response to a Invitation for Bid (IFB).

Any prime Contractor that is a DBE certified by the LBOC shall receive a three percent (3%) reduction in the bid price for a bid submitted by the DBE in response to an IFB or the addition of three points on a 100 point scale added to the overall score for Bids submitted by the RBO in response to an IFB.

Any prime Contractor that is a business enterprise located in an enterprise zone shall receive a two percent (2%) reduction in bid price for a bid submitted by such business enterprise in response to an IFB or the addition of two points on a 100 point scale added to the overall score for Bids submitted by such businesses in response to an IFB.

B. Preferences for Sub-Contracting in Open Market Solicitations with no LBE, DBE, RBO Sub-Contracting Set Aside

The preferences for sub-Contracting in open market solicitations where there is no LBE, DBE or RBO Sub-Contracting set aside are as follows:

1. If the prime Contractor is not a certified LBE, certified DBE, certified RBO or a business located in the enterprise in an enterprise zone, the District shall award the above stated preferences by reducing the bid price or by increasing the points proportionally based on the total dollar value of the bid or Bid that is designated by the prime Contractor for sub-Contracting with a certified LBE, DBE, ROBO or business located in an enterprise zone.
2. If the prime Contractor is a joint venture that is not certified LBE, certified DBE or certified RBO joint venture, or if the prime Contractor is a joint venture that includes a business in the enterprise zone but such business located in an enterprise zone does not own and control at least fifty-one percent (51%) of the joint venture, the District shall award the above stated preferences by reducing the bid price or by increasing the points proportionately in the Bid based on the total dollar value of the bid or Bid that is designated by the prime Contractor for a certified LBE, DBE, RBO or business located in an enterprise zone, for participation in the joint venture.

For Example:

If a non-certified prime Contractor sub-contracts with a certified local business enterprise for a percentage of the work to be performed on an IFB, the calculation of the percentage points to be added during evaluation would be according to the following formula:

Amount of Sub-Contract

$$\frac{\text{Amount of Sub-Contract}}{\text{Amount of Contract}} \times 4 (*) = \text{Points Awarded for Evaluating LSDBE Sub-Contracting}$$

(*)Note: Equivalent of four (4) points on a 100 point scale

The maximum total preference under the Act of this procurement is twelve percent (12%) for bids submitted in response to an IFB or the equivalent of twelve (12) points on a 100 point scale for Bids submitted in response to an IFB. Any prime Contractor receiving the full bid price reduction or point addition to its overall score for a particular preference shall not receive any additional bid price reduction or points for further participation on a sub-contracting level for that particular preference. However, the prime Contractor shall receive a further proportional bid price reduction or point addition on a different preference for participation on a sub contracting level for that different preference. For example, if a LBE prime Contractor receives the four percent bid price reduction or the equivalent of four points on a 100 point scale, the LBE prime Contractor does not receive a further price reduction 50 or additional points if such Contractor proposes sub-contracting with a DBE, the LBE

prime Contractor receives a further proportional bid price reduction or point addition for the DBE participation on the sub-Contracting level.

C. Preference for Open Market Solicitations with LBE, DBE or RBO Sub-Contracting Set Aside

If the solicitation is an open market solicitation with LBE, DBE or RBO sub-contracting set-aside, the prime Contractor shall receive the LBE, DBE, or RBO preferences only if it is a certified LBE, DBE or RBO. There shall be no preference awarded for sub-contracting by the prime Contractor with a LBE, DBE or RBO, even if the prime Contractor proposes LBE, DBE or RBO sub-contracting above the sub-contracting levels required by the solicitation. However, the prime Contractor shall be entitled to the full preference for business located in an enterprise zone if it is a business located in an enterprise zone or proportional preference if the prime Contractor sub-contracts with a business located in an enterprise zone. The maximum total preference under the Act for this procurement is twelve percent (12%) for bids submitted in response to an IFB or the equivalent of twelve (12) points on a 100 point scale for Bids submitted in response to an IFB.

D. Preferences for Certified Joint Ventures Including Local or Disadvantaged Businesses or Resident Business Ownerships.

When an LBOC-certified joint venture includes a local business enterprise (LBE), disadvantaged business enterprise (DBE) or a resident business ownership (RBO), and the LBE, DBE or RBO owns and controls at least fifty-one percent (51%) of the venture, the joint venture shall receive the preference as if it were a certified LBE, DBE, or RBO.

E. Preference for joint Ventures Including Businesses located in an Enterprise Zone.

When a joint venture includes a business located in an enterprise zone, and such business located in an enterprise zone owns and controls at least fifty-one percent (51%) of the venture, the joint venture shall receive the preferences as if it were a business located in an enterprise zone.

1. Contractor Submission for Preferences

Any Contractor seeking to receive preferences on this solicitation shall submit at the time of, and as part of its bid or Bid the following documentation as applicable to the preference being sought:

(a) Evidence of Contractor's, sub-contractor, or joint venture partner's certification or self certification as a LBE, DBE or RBO to include:

(1) A copy of all relevant letters of certification for the Local Business Opportunity Commission (LBOC); or

1.

(2) A copy of the sworn notarized Self-Certification Form prescribed by the LBOC, along with an acknowledgement letter issued by the Director of the LBOC. Businesses with principal offices located outside of the District of Columbia shall first be certified as LBE's before qualifying for self-certification.

2. Evidence that Contractor or any sub-contractor is located in an enterprise zone.

In order for a Contractor to receive allowable preferences under this solicitation, the Contractor shall include the relevant information as described in subparagraphs (a) and (b) of this clause as part of its Bid.

Refer to J.2.1 for the Self-Certification Package. In order to receive any preferences under this solicitation, any Contractor seeking self-certification shall complete and submit the forms to:

Office of Local Business Development
Attn: LSDBE Certification Program
441 Fourth Street, NW, Suite 970N
Washington, DC 20001

All Contractors are encouraged to contact the Local, Small and Disadvantaged Business Enterprises Certification Program at (202) 727-3900 if additional information is required on certification procedures and requirements.

Penalties for Misrepresentation – Any material misrepresentation on the sworn notarized self-certification form could result in termination of the Contract, Contractor's liability for civil and criminal action in accordance with the Act, D.C. Law 12.268, and other District laws, including debarment.

Local, Small, and Disadvantaged Business Enterprise Sub-Contracting

When a prime Contractor is certified by the Office of Local Business Development as a local, small or disadvantaged business or a resident business ownership, the prime Contractor shall perform at least fifty percent (50%) of the Contracting effort, excluding the cost of materials, goods and supplies with its own organization resources, and if it sub-contracts fifty percent (50%) of the sub-contracting effort, excluding the cost of materials, goods and supplies shall be with certified local, small or disadvantaged business enterprises and resident business ownerships, unless a waiver is granted by the Contracting Officer, with prior approval and consent of the Director of the LBOC under the provisions of 27 DCMR 805, 39 DCR 5578.5580 (July 24, 1992). By submitting a signed bid or Bid, the prime Contractor certifies that it shall comply with the requirements of paragraph (a) of this clause.

*****END OF SECTION M*****