



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

**INVITATION FOR BID (IFB) RM-010-IFB-050-BY0-DJW
For Moving Services for Library Relocation and Medical Records Relocation**

The District of Columbia Government, Department of Mental Health, Saint Elizabeths Hospital, is seeking an experienced moving vendor to provide all supervision, personnel, equipment, vehicles, along with moving and packing supplies for the relocation of the Library and Medical Records within the existing SEH Campus located at 1100 Alabama Avenue, SE Washington, D.C. 20032. These relocation services are in support of the occupancy of a new hospital and Annex. All Labor, equipment, tools, material and disposal charges shall be included in the Bid.

Opening Date: February 4, 2010
Closing Date: March 1, 2010
Closing Time: 12:00 P.M. EST

To obtain a copy of the 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 Bid 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**

Saint Elizabeths Hospital – New Building
Moving Services for Library & Medical Records Relocation

RM-010-IFB-050-BY0-DJW

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: 2 of 51 3. CONTRACT NUMBER: 4. SOLICITATION NUMBER: RM-010-IFB-050-BY0-DJW 5. DATE ISSUED: - 6. OPENING/CLOSING TIME: February 4, 2010 – March 1, 2010 12:00 P.M. EST
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7. TYPE OF SOLICITATION: N/A <input checked="" type="checkbox"/> SEALED BID <input type="checkbox"/> NEGOTIATION (RFP)	8. DISCOUNT FOR PROMPT PAYMENT:
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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	E-MAIL ADDRESS: Samuel.Feinberg@dc.gov
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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 IFB/RFP 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: AREA CODE: NUMBER: EXT:	15A. SIGNATURE:	15B. OFFER DATE:

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 vendor to provide all supervision, personnel, equipment, vehicles, along with moving and packing supplies for the relocation of the Library and Medical Records within the existing SEH Campus located at 1100 Alabama Avenue, SE Washington, D.C. 20032. These relocation services are in support of the occupancy of a new hospital and Annex. All Labor, equipment, tools, material and disposal charges shall be included in the Bid.

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			\$ _____	\$ _____
0005	Driver	Labor Hour(s)	\$ _____	\$ _____
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
<u>MATERIALS CATEGORY</u>				
0006	File Cart (s)		\$ _____	\$ _____
Total			\$ _____	\$ _____
0007	Color-Coded Labels		\$ _____	\$ _____
Total			\$ _____	\$ _____
0008	Library Cart		\$ _____	\$ _____
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 residents, referred to as “Individuals in our Care”. Services are provided in various buildings scattered across campus. In an effort to assist these clients 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 residents 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 residents.

C.2 SCOPE

The District of Columbia Government, Department of Mental Health, Saint Elizabeths Hospital, is seeking an experienced moving vendor to provide all supervision, personnel, equipment, vehicles, along with moving and packing supplies for the relocation of the Library and Medical Records within the existing SEH Campus located at 1100 Alabama Avenue, SE Washington, D.C. 20032. These relocation services are in support of the occupancy of a new hospital and Annex. All Labor, equipment, tools, material and disposal charges shall be included in the Bid.

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 furniture and equipment from their existing locations to the new hospital and Annex buildings.

C.2.2 Reference Library and Collection Packing

The Contractor shall provide Library and File Carts in sufficient quantities to pack, relocate and unpack all contents of the Reference Library located in CT6. The Contractor shall be responsible for disassembly and relocation of all existing shelving. Upon relocation of shelving this Contractor shall re-assemble shelving per provided attachment (see new attachment). Any new parts required for the new layout shall be provided by SEH at the new location.

Measuring, mapping and tagging are the most important segments of Library relocations. Accurate and precise measuring is required to ensure a successful ending. The existing number of linear inches of a collection compared to the new available linear inches as well as a full understanding of the collection steward's perception is the key to a successful project.

The Contractor shall be responsible for performing the following:

- Meeting with the Librarian to fully understand where the entire collections presently exist.
- Measure each collection to obtain the current linear inches of the collection. In the event a collection is separated, all areas will be measured and brought together as one complete unit regardless of where the collection is presently housed. Items in circulation should also be taken into consideration when computing the linear inches of the collection.
- Some collections are old and fragile in nature. Therefore, special care considerations should be taken when relocating these collections.
- Plan for growth. As the collection is shelved at the new location, consideration must be taken for future growth space. Growth space shall be required for some titles and call numbers and no growth space shall be needed for completed series or series no longer in publication. The Librarian must be consulted on the amount of growth they require.
- Based on the relocation of the existing shelving units, the Contractor must determine the most efficient re-shelving process. Depending on the specific requirements of the Librarian, the re-shelving of the collection can be completed in many ways.
- Label the relocated shelving in numbered sequential order using a colored tag.

There are two additional patient libraries located in two additional buildings, John Howard Pavilion and CT-8. Approximate linear feet is 300 total for the two. The Contractor shall provide Library and File Carts in sufficient quantities to pack, relocate and unpack all contents. New shelving will be installed as part of the FF&E package and in place prior to the move.

C.2.3 Patient Medical Record Relocation

The Contractor shall provide file carts in sufficient quantities to pack, relocate, interfile and unpack all medical records located in Smith Center and John Howard Pavilion.

Measuring, mapping and tagging are the most important segments of medical record relocations. Accurate and precise measuring is required to ensure a successful ending. The existing number of linear inches of medical files compared to the new available linear inches as well as a full understanding of the collection steward's perception is the key to a successful project.

The Contractor shall be responsible for performing the following:

- Meeting with the HIM Director to fully understand where the entire medical records presently exist and to understand the interfile requirements.
- Measure the files to obtain the current linear inches of the hospital medical records.
- Plan for growth. As files are shelved at the new location, consideration must be taken for future growth space. The HIM Director must be consulted on the amount of growth they require.

C.2.4 Classified and Confidential Material

The Contractor shall provide sequentially numbered metal truck seals or transported on file carts and secured with shrink wrap as necessary to secure the contents of secure documentation packed in crates or carts. All classified material shall be transported with line of sight escorts provided by SEH personnel.

The Contractor must adhere to the Health Insurance Portability and Accountability Act (HIPPA) regulations and any other pertinent regulations outlined by SEH while handling any patient and employee records and will be required to sign appropriate documentation to protect the integrity of these materials.

C.2.5 Disconnect / Reconnect Furniture Items

The Contractor shall disassemble, transport and reassemble furniture as required. Furniture requiring disassembly and reassembly shall be left in the same condition it was in prior to disassembly. The Contractor shall be responsible for all hardware and for repairing or replacing property damaged during the disassembly, transportation or reassembly. Items that may require disassembly include, but not limited to, Whiteboards, Shelving, Bookcases, Tables, etc.

C.2.6 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 Contracting Officer Technical Representative (COTR) in conjunction with the Project Manager DMH Project Manager. 8

C.2.7 Contractor Employee Work Plan

The Contractor must prepare and provide a work plan to move the contents of the Library and the relocation of the Medical Records for a completion of each phase identified in the move sequence document in the quickest possible timeframe.

The Contractors Workplan shall reflect the number of move day(s), number of man hours, number of truckloads and any pre-move activities required and start and end timeframes.

Using the submitted workplan 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.2.8 Handling

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

- Libraries
- Medical Records

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.

C.2.9 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 vendors 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.

C.2.10 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:

- numbered security straps (as needed)
- packing tape
- color-coded labels
- File Cart
- Library Cart
- Shrink Wrap

The Contractor shall deliver packing materials to existing locations identified by COTR in conjunction with the Project Manager within sufficient time to implement the workplan.

C.2.11 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 the 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. 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. 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 COTR 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. Within 48 hours 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 the COTR 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 DC Government-owned property, and shall indemnify the DC Government for any and all loss or damage of any nature to any and all DC 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 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 COTR 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 COTR in conjunction with the Project Manager. COTR 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 cleaning and repairs of walls, floors, corridors, elevators, and any other parts of the buildings to the satisfaction of the COTR 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 COTR in conjunction with the Project Manager. Upon completion of the move, a post-move walkthrough shall be performed by the Contractor with the COTR 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 COTR 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 COTR 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

New Building floor plans are located in Schedule E. 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 of 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 as stated in I. 10.7. A copy of the certificate shall be provided to the COTR 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 COTR in conjunction with the Project Manager personnel. Phone numbers of the Contractor's Project Manager shall be provided to the COTR 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 COTR 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 five business days of submittal. After receipt of comments the Contractor shall submit their final work plan to The Project Manager within five business days.

C.9 Vendor Requirements

The vendor 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 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 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 the 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 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 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 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 IFB. Complete records of all inspection work performed by the Contractor 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.

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 the 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 Contracting Officer's Technical Representative shall perform certification of 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/CLEARANCES

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 with²⁵ 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.²⁶

- (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 Bidder. 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 \$172.00 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 Vendors 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 Vendor 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, notwithstanding 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 if 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 32 payment to the person in control of the source code the reasonable cost of

- 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 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 subcontract 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 Vendor 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 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 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 J 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 Bid Number **RM-010-IFB-050-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 HEAL; AND SAINT ELIZABETHS HOSPITAL**
- <http://www.dcwatch.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.dconvention.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/eo_compliance.pdf&open=34644

PROJECT RESOURCES

SCHEDULE A – Saint Elizabeths Hospital East Campus Map Plan

SCHEDULE B – Saint Elizabeths Active Patient Record Requirement

SCHEDULE C – Saint Elizabeths Hospital Library Data

SCHEDULE D – Saint Elizabeths Hospital Building Elevators with Dimensions

SCHEDULE E – Saint Elizabeths Hospital Floor Plans

SCHEDULE F – Saint Elizabeths Hospital Main Library and Archive Room Layouts

SCHEDULE A

Saint Elizabeths Hospital – East Campus



SCHEDULE B

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			



SCHEDULE C

SEH LIBRARY DATA

AREA	# OF UNITS	# OF SHELVES ON EACH UNIT	TOTAL # OF SHELVES	WIDTH OF SHELVES IN INCHES	TOTAL # OF INCHES
Downstairs Books	61	6	366	46	16836
	1	8	8	36	288
	21	6	126	34	4284
Downstairs Free Standing Journals	3	5	15	46	690
Downstairs Journals	41	6	246	46	11316
	26	6	156	34	5304
2nd Fl. Books and Journals	46	6	276	46	12696
	38	6	228	34	7752
Little Rm. 2nd Fl.	19	5	95	46	4370
				TOTAL =	63536

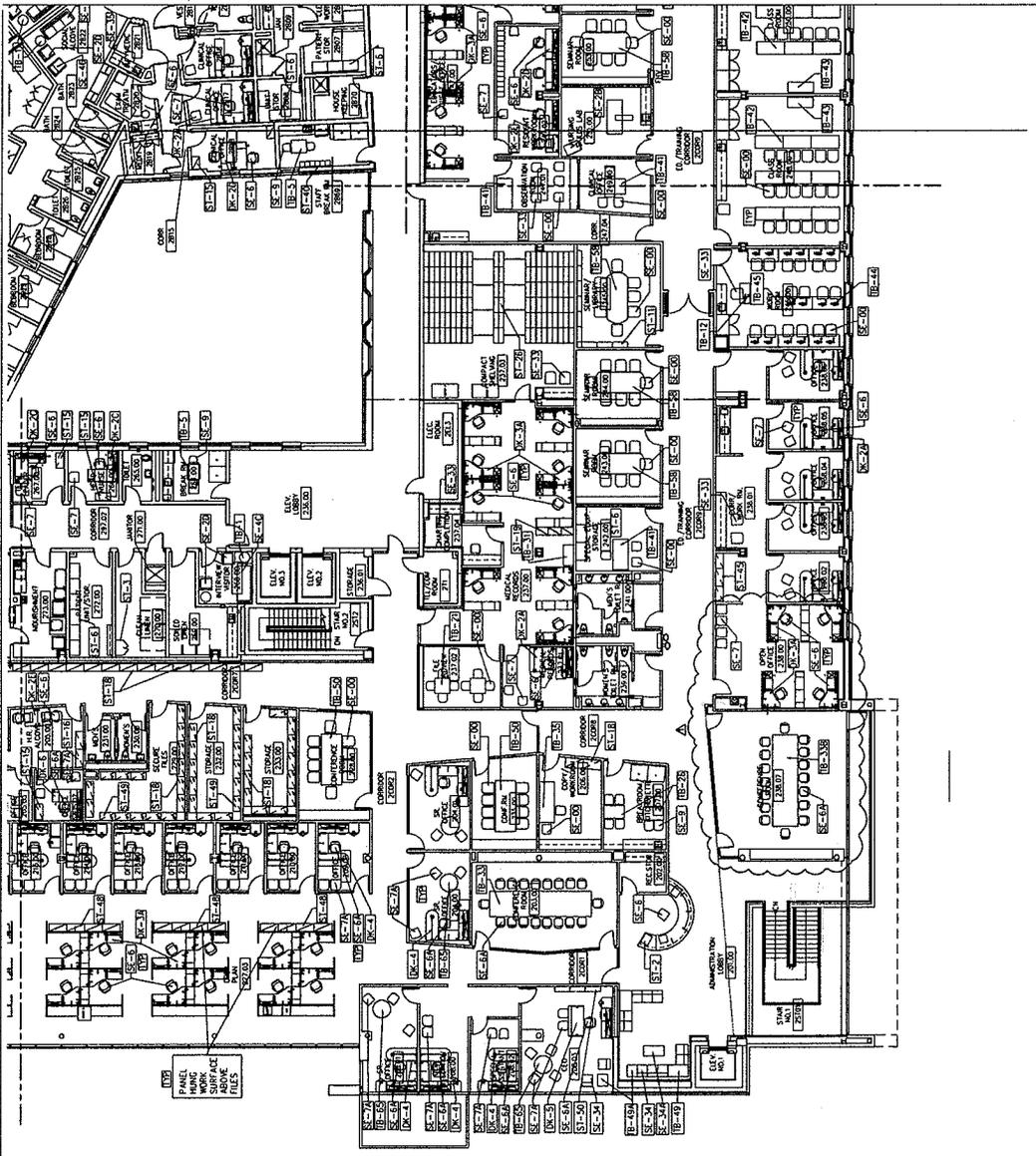
TOTAL # OF LINEAR FEET
1403
24
357
57.5
943
442
1058
646
364
5294.5

SCHEDULE D

NEW HOSPITAL ELEVATORS								
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 8'11.5 deep	6'0 wide x 8'11.5 deep	6'0 wide x 8'11.5 deep	6'0 wide x 8'11.5 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								
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					

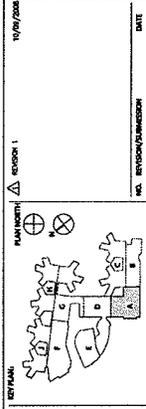
Elevator Use	Passenger	Passenger	Freight Loading
Platform Size	5'2 wide x 8'5 deep	5'2 wide x 8'5 deep	5'2 wide x 7'8 deep
Car and Door Size	4'0 wide x 7'0 high	4'0 wide x 7'0 high	4'0 wide x 7'0 high
Security System	Key Access	Key Access	Key Access

SCHEDULE E



DATE: 10/19/2008
 DRAWN BY: J. L. L.
 CHECKED BY: J. L. L.
 PROJECT NO.: 20070223
 SECTION: "A"
 SECOND FLOOR PLAN
 FURNITURE PLAN

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



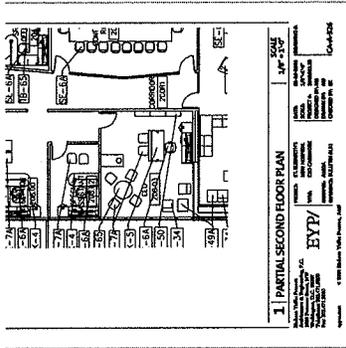
10/19/2008
 REVISION 1
 DATE: _____
 REVISED BY: J. L. L.

F102A

EYP/

Architectural Firm
 1000...
 Washington, DC 20000
 Phone: (202) 233-2000
 Fax: (202) 233-2000

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 Project No. 20070223

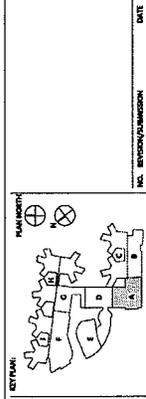
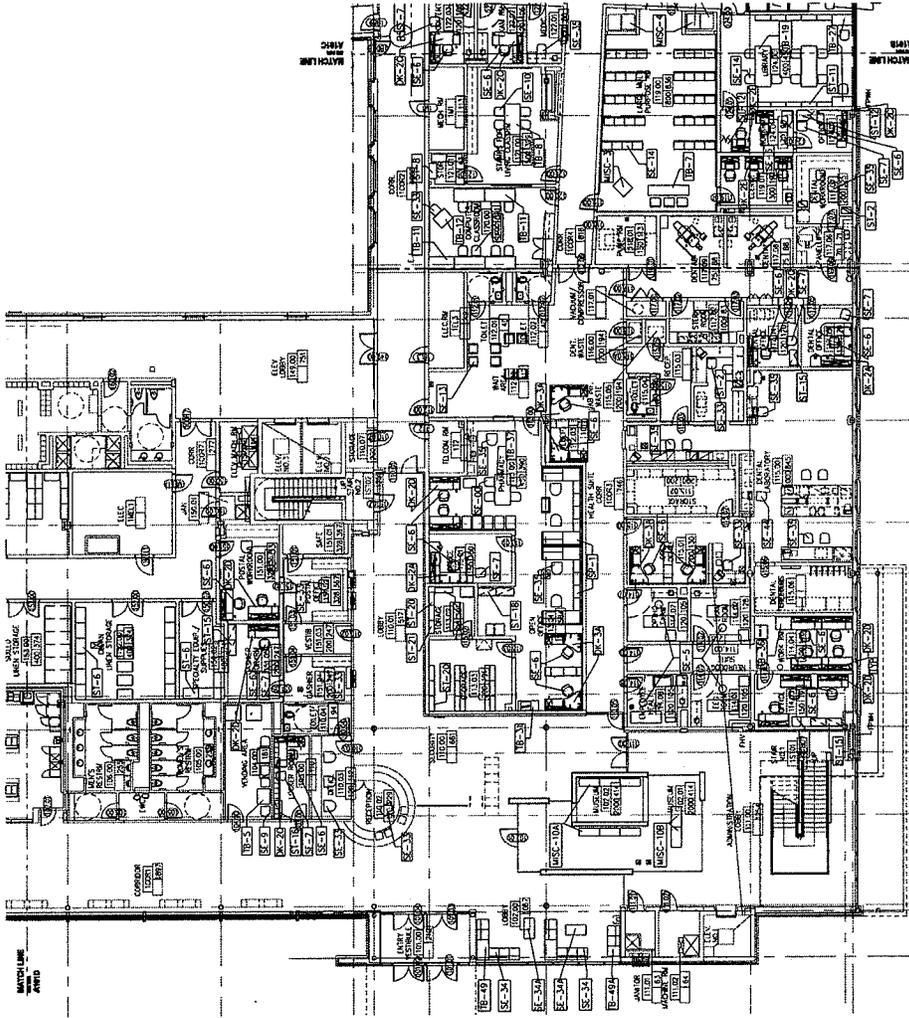


1 PARTIAL SECOND FLOOR PLAN 1/4" = 1'-0"

PROJECT: [REDACTED]
 DATE: [REDACTED]
 DRAWN BY: [REDACTED]
 CHECKED BY: [REDACTED]
 APPROVED BY: [REDACTED]

EYP
 ENGINEERING & ARCHITECTURE
 1000 [REDACTED] [REDACTED]
 [REDACTED] [REDACTED] [REDACTED]

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DATE: 10/11/2011
 BY: J. P. [unreadable]
 CHECKED BY: [unreadable]
 E.L.

DISTRICT OF COLUMBIA
 DEPARTMENT OF MENTAL HEALTH
 SAINT ELIZABETH'S
 NEW HOSPITAL & CONSOLIDATION
 WASHINGTON, DC

FIRST FLOOR PLAN
 SECTION "A"
 FURNITURE PLAN

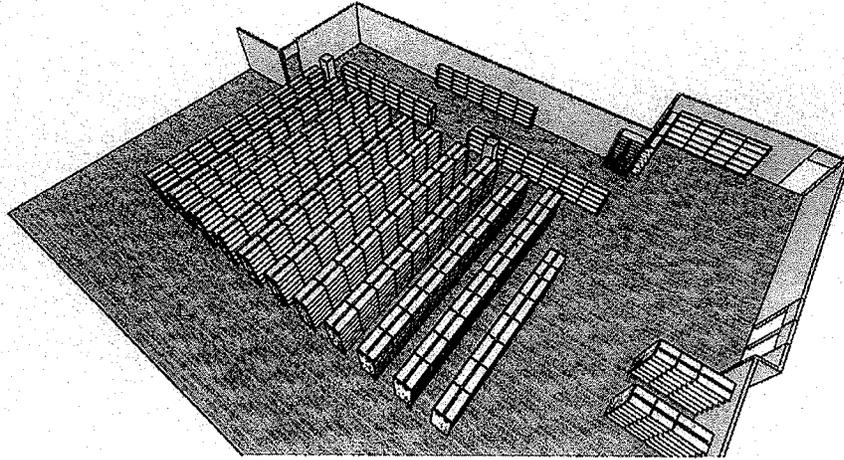
EYP/
 Environmental & Planning
 1000 15th Street, N.W.
 Washington, D.C. 20004
 Phone: 202-331-1000
 Fax: 202-331-1001
 www.eyp.com

10/11/2011 10:00 AM

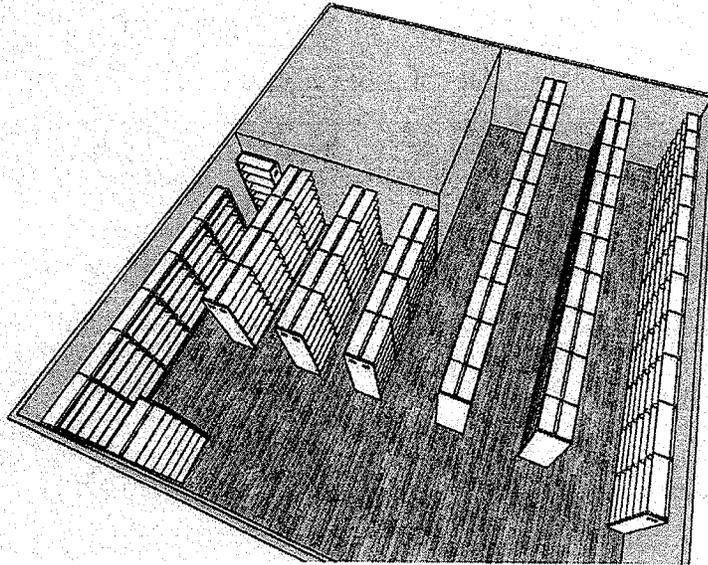
F101A

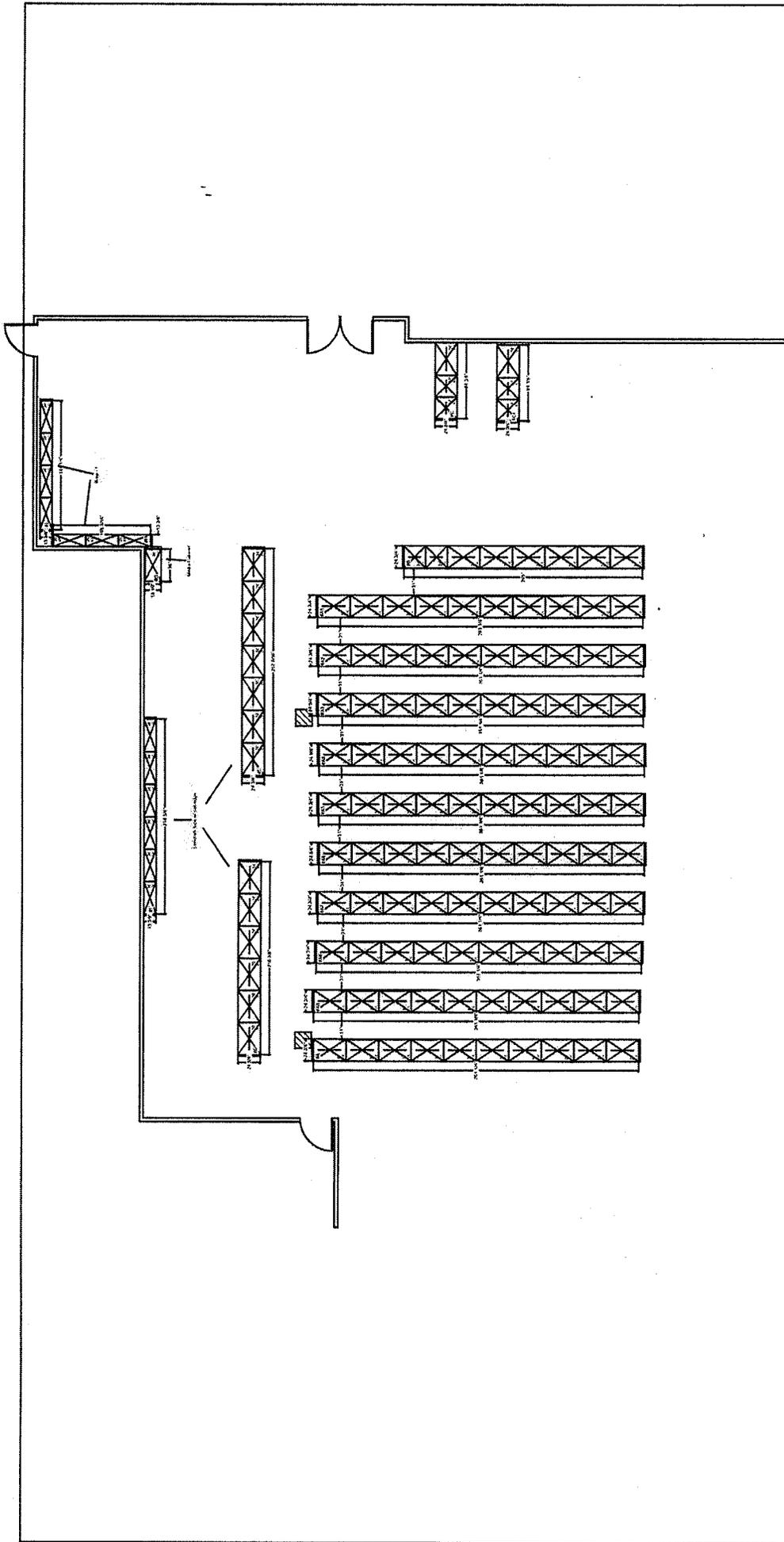
SCHEDULE F

Main Library



Archive Room





- LEGEND**
- ☐ SINGLE FACE FIXED ON FLOOR
 - ▨ DOUBLE FACE FIXED ON FLOOR
 - ▧ FIXED SINGLE FACE SHELVING
 - ▩ FIXED DOUBLE FACE SHELVING
 - ◻ MOBILE SINGLE FACE SHELVING
 - ◼ MOBILE DOUBLE FACE SHELVING
 - ◽ DOUBLE FACE PULLBACK
 - ◆ SWAY BRACE
 - ⌋ HANDLE (FOR MECHANICAL SYSTEM)

Project Description :
St Elizabeth Hospital

Address :

Project Name : JD090013

Distributor : DOURON INC

View : GENERAL VIEW

*** Comments :** *VERIFY DIMENSION ON SITE

Room : [MAIN

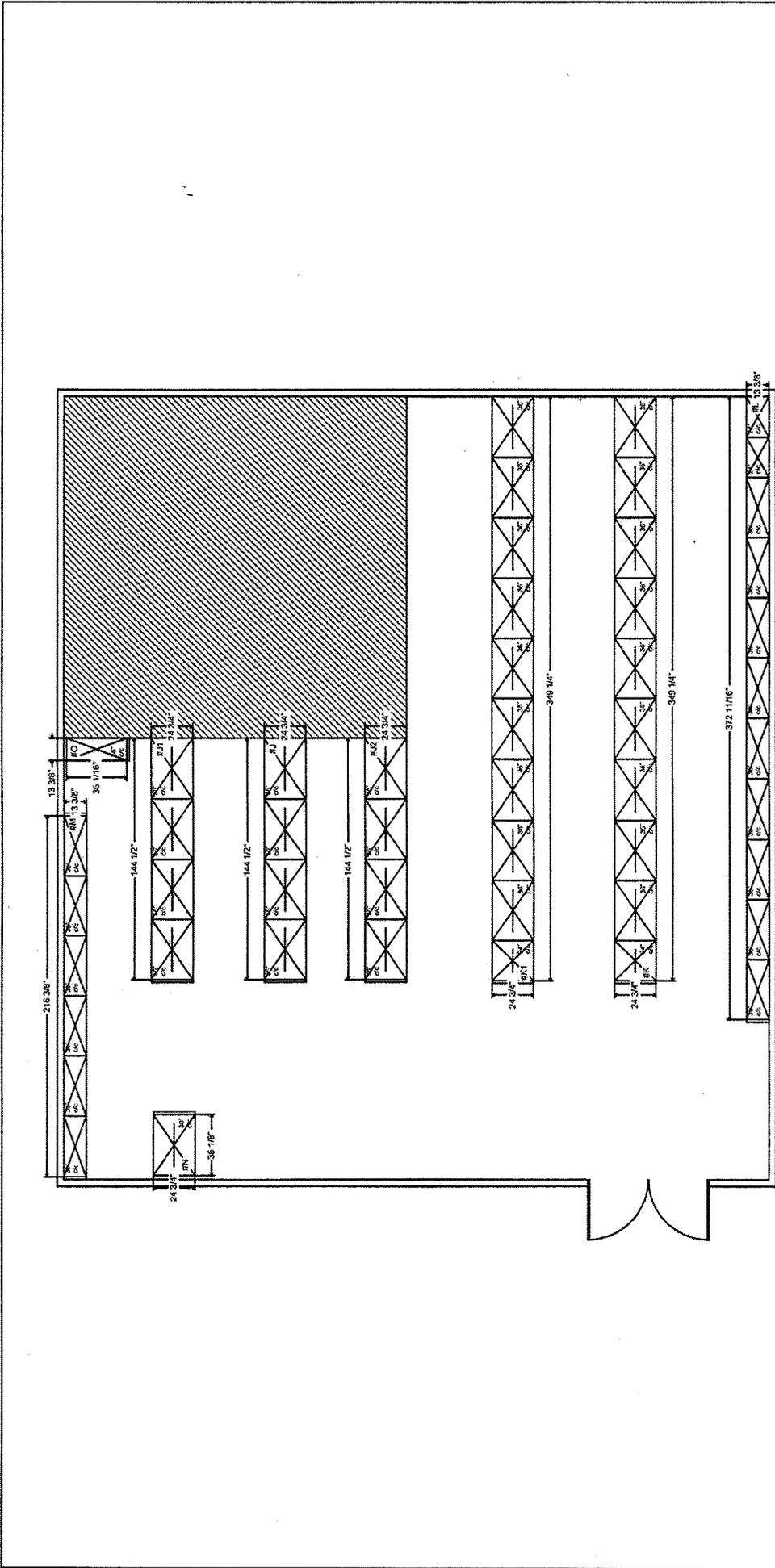


www.monitel.com
system@monitel.com
1-877-935-0236 (USA)
1-800-935-0235 (CAN)

ONLY DRAWINGS BEARING THE
NUMBER OF THE ACKNOWLEDGEMENT
AND DATE ARE BINDING FOR THE
EXECUTION

MoDraw User : JDavenport
Printed : 2009-03-12
Last Modified : 2009-03-11
Expiration : 2009-04-10
MoDraw Version : 3.6.20
Page : 1/2

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<p>LEGEND</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> SINGLE FACE FIXED ON FLOOR <input checked="" type="checkbox"/> DOUBLE FACE FIXED ON FLOOR <input checked="" type="checkbox"/> FIXED SINGLE FACE SHELVING <input checked="" type="checkbox"/> FIXED DOUBLE FACE SHELVING <input checked="" type="checkbox"/> MOBILE SINGLE FACE SHELVING <input checked="" type="checkbox"/> MOBILE DOUBLE FACE SHELVING <input checked="" type="checkbox"/> DOUBLE FACE FULLBACK <input checked="" type="checkbox"/> SWAY BRACE <input checked="" type="checkbox"/> HANDLE (FOR MECHANICAL SYSTEM) 	<p>Project Description : St Elizabeth Hospital</p>	<p>Project Name : JD090013 Distributor : DOURON INC View : GENERAL VIEW Room : ARCHIVES</p>	<p>Comments : *VERIFY DIMENSION ON SITE</p>	<p>MoDraw User : JDavenport Printed : 2009-03-12 Last Modified : 2009-03-11 Expiration : 2009-04-10 MoDraw Version : 3.6.20</p>	<p>Page : 2/2</p>
<p>MONTEL The Intelligent Use of Space www.monitel.com system@monitel.com 1-877-835-0236 (USA) 1-800-835-0235 (CAN)</p>					
<p>ONLY DRAWINGS BEARING THE NUMBER OF THE ACKNOWLEDGEMENT OF ORDER ARE BINDING FOR THE EXECUTION</p> <p>THIS DRAWING CONTAINS PROPRIETARY AND CONFIDENTIAL INFORMATION. DUPLICATION, REPRODUCTION OR USE OF THIS DOCUMENT OR ITS CONTENT IS EXPRESSLY PROHIBITED BY MONTEL INC. SEE STRICTLY PROHIBITED. ALL DIMENSIONS HAVE TO BE VERIFIED WITH ACTUAL SITE DIMENSIONS.</p>					

SECTION K:

REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF VENDORS

K.1 AUTHORIZED NEGOTIATORS

The Vendor 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 Vendor, 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 Vendor 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

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

Vendor _____ Date _____

Name _____ Title _____

Signature _____

Vendor ___ has ___ has not participated in a previous Contract or subcontract subject to the Mayor’s Order 85-85. Vendor ___ has ___ has not filed all required compliance reports, and representations indicating submission of required reports signed by proposed sub-Vendor. (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 Vendor 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 Vendor 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 Vendor 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 Vendor 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 Vendor, directly or indirectly, to any other Vendor or competitor before Contract opening unless otherwise required by law; and
- 3) No attempt has been made or shall be made by the Vendor 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 Vendor'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 Vendor'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 Vendor deletes or modifies subparagraph (a)(2) above, the Vendor 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 Vendor 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 VENDORS

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 Bid (IFB) to the most responsive and responsible Vendor 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 shall be 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 Vendor'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 Bid No. **(RM-010-IFB-050-BY0-DJW insert solicitation number, title and name of Vendor)**"). All applicable documents are to be signed in blue ink. One original and 4 *copies* of the Bid. Telephonic, telegraphic, and facsimile Bids shall be accepted. Each Bid shall be submitted in a sealed envelope conspicuously marked: "Bid to Solicitation No. **RM-010-IFB-050-BY0-DJW title and name of Vendor.**"

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 Thursday February 18, 2010 at 1:00 P.M. EST at:

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

L.2.4 Site Visit

There shall be a Site Visit held on Wednesday February 17, 2010 1:00 P.M. EST at:

**Location: Saint Elizabeths Hospital
1100 Alabama Avenue, SE
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 March 1, 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-050-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 Vendor 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

Moving Services for Library & Medical Records Relocation

postmark shows a legible date, 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 Vendor has any questions relative to this IFB, the prospective Vendor shall submit the question in writing to the Contact Person, identified on page one, in writing. The prospective Vendor 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 Vendors. 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 Vendors. 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 Vendors 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:

“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 Vendor 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 Vendor 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 Vendor'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 Vendor.

L.11 BID COSTS

L.11.1 The District is not liable for any costs incurred by the Vendor 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 Vendor 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 Vendor 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. Vendor’s failure to acknowledge an amendment shall result in rejection of the offer.

L.15 BEST AND FINAL OFFERS

L.15.1 If, subsequent to receiving original Bids, negotiations are conducted, all Vendors within the competitive range shall be so notified and shall be provided an opportunity to submit written best and final offers at the designated date and time. Best and Final Offers shall be subject to Late Submissions, Late Modifications and Late Withdrawals of Bids provision of the IFB. After receipt of best and final offers, no discussions shall be reopened unless the Agency Chief Contracting Officer determines that it is clearly in the Government’s best interest to do so, e.g., it is clear that information available at that time is inadequate to reasonably justify Contractor selection and award based on the best and final offers received. If discussions are reopened, the Agency Chief Contracting Officer shall issue an additional request for best and final offers to all Vendors still within the competitive range.

L.16 KEY PERSONNEL

L.16.1 The Vendor 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 Vendor agrees that its offer remains valid for a period of 90 days from the IFB’s closing date.

L.18 LEGAL STATUS OF VENDOR

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 Vendor;

L.18.3 A copy of each District of Columbia license, registration or certification that the Vendor is required by law to obtain. This mandate also requires the

Vendor to provide a copy of the executed “Clean Hands Certification” that is referenced in D.C. Official Code section 47-2862 (2001), if the Vendor is required by law to make such certification. If the Vendor 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 Vendor 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 Vendor 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 Vendors 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 proposals submitted by the RBO in response to an IFB.

Moving Services for Library & Medical Records Relocation

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 proposals 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 proposal 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 proposal based on the total dollar value of the bid or proposal 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 proposals 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 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 proposals 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 proposal 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 proposal.

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 proposal, the prime Contractor certifies that it shall comply with the requirements of paragraph (a) of this clause.

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