

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

**REQUEST FOR QUOTATION**

**SOLICITATION NUMBER RM-10-RFQ-118-BY0-TLW for**

**ROOF UPGRADES**

The Government of the District of Columbia, Department of Mental Health, Contracts and Procurement Administration is seeking a vendor to upgrade the roof at 35 K St., NE Washington, DC 20002 and upgrade the roof at 821 Howard Rd., SE Washington, DC 20020.

Opening Date: Thursday, July 29, 2010

**Closing Date:** Wednesday, August 4, 2010

**Closing Time:** 2:00 PM EST

To obtain a copy of the Request for Quotation please contact Tira Williams, Contract Specialist, at:

**D.C. Department of Mental Health | Contracts and Procurement Administration**  
64 New York Avenue NE - 4th Floor Washington DC 20002  
Tel: 202.671-3184| Fax: 202.671-3395  
tira.williams@dc.gov

If you wish to respond to this Solicitation, please return your Bid in a sealed envelope with the Solicitation Number clearly written on the envelope to Ms. Tira Williams 64 New York Ave., NE Suite 4000 Washington, DC 20002 or via e-mail at [tira.williams@dc.gov](mailto:tira.williams@dc.gov) or by facsimile at (202) 671-3395 **no later than Wednesday, August 4, 2010 at 2:00 PM.** Please include the following documents with your Bid submission.

1. Page 1 of the Solicitation with boxes 14, 14A, 15, 15A and 15B completed and signed
2. A completed and signed Page 4, B.4 Pricing Schedule
3. A completed Tax Certification Affidavit
4. A completed Equal Employment Opportunity (EEO) Policy Statement
5. A completed First Source Employment Agreement
6. A completed FR500 Combined Business Tax Registration Application (New Businesses Only)

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

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

1. ISSUED BY/ADDRESS OFFER TO:  <b>DISTRICT OF COLUMBIA  DEPARTMENT OF MENTAL HEALTH (DMH)  CONTRACTS AND PROCUREMENT ADMINISTRATION  64 NEW YORK AVENUE NE, 4<sup>th</sup> FLOOR  WASHINGTON, DC 20002</b>	2. PAGE OF PAGES: <b>1 of 40</b>
	3. CONTRACT NUMBER:
	4. SOLICITATION NUMBER: <b>RM-10-RFQ-118-BY0-TLW</b>
	5. DATE ISSUED: <b>N/A</b>
	6. OPENING/CLOSING TIME: <b>July 29, 2010 / Closing: August 4, 2010 at 2:00PM</b>

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

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

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

**11. TABLE OF CONTENTS**

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
<i>PART I – The Schedule</i>				<i>PART II – Contract Clauses</i>			
x	A	Solicitation/Contract Form	1	x	I	Contract Clauses	32 - 39
x	B	Supplies/Services and Price/Costs	2 - 4	<i>PART III – List of Documents, Exhibits and Other Attach</i>			
x	C	Description/Specs/Work Statement	5 - 9	x	J	List of Attachments	40
x	D	Packaging and Marking	10 - 11	<i>PART IV – Representations and Instructions</i>			
x	E	Inspection and Acceptance	12 - 17		K	Representations, Certifications and other Statements of Contractors	N/a
x	F	Deliveries or Performance	18 - 19		L	Instrs. Conds., & Notices to Contractors	N/A
x	G	Contract Administration	20 - 24		M	Evaluation Factors for Award	N/A
x	H	Special Contract Requirements	25 - 31				

**OFFER (TO BE COMPLETED BY CONTRACTOR)**

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

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

**AWARD (To be completed by the DMH)**

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

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

**SECTION B**

**SUPPLIES OR SERVICES AND PRICE**

**TABLE OF CONTENTS**

<u>CLAUSE NO.</u>	<u>CLAUSE TITLE</u>	<u>PAGE NO.</u>
B.1	PURPOSE OF SOLICITATION	3
B.2	CONTRACT TYPE	3
B.3	PERIOD OF PERFORMANCE	3
B.4	SCHEDULE B PRICING SHEET	4

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

**SECTION B: SUPPLIES OR SERVICES AND PRICE**

**B.1 PURPOSE OF SOLICITATION**

B.1.1 The Government of the District of Columbia, Office of Contracting and Procurement, on behalf of the Department of Mental Health (DMH), Mental Health Services Division (MHSD) is seeking a vendor to upgrade the roofs on the facilities located at 35 K St., NE Washington, DC 20002 and at 821 Howard Rd., SE Washington, DC 20032.

**B.2 CONTRACT TYPE**

B.2.1 This is a Labor and Materials Contract with payments based on hourly labor rates and material costs as outlined in the Pricing Schedule in Section B of this contract.

**B.3 PERIOD OF PERFORMANCE**

B.3.1 The Period of Performance (POP) under this Contract shall be for One (1) Year from Date of Award.

**B.4 SCHEDULE B PRICING SHEET**

See following page.

RM-10-RFQ-118-BY0-TLW –  
 ROOF UPGRADES

<b>B.4 Pricing Schedule</b>		<b>SOLICITATION # RM-10-RFQ-118-BY0-TLW Roof Upgrades</b>			
<b>Contract Line Item No. (CLINS)</b>	<b>Item Description: The Department of Mental Health is seeking a Contractor to upgrade the roofs on the facilities located at 35 K St., NE Washington, DC 20002 and 821 Howard Rd., SE Washington, DC 20020 as stated in Section C of this Solicitation. The labor rates established shall include services provided during the standard workday between the hours of 8:00 AM through 6:00 PM. All equipment, supplies, fuel costs, disposal costs and transportation costs shall be included in the materials costs. This is a Labor and Materials Contract.</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Extended Price</b>
001	Laborer (s)		Hr.		
002	Project Manager (s)		Hr.		
003	Materials and Supplies Cost				
<b>Extended Total</b>					

\*\*\*END OF SECTION B\*\*\*

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

**PART I - THE SCHEDULE**

**SECTION C**

**BACKGROUND/SCOPE OF SERVICES/ REQUIREMENTS**

**TABLE OF CONTENTS**

<u>CLAUSE NO.</u>	<u>CLAUSE TITLE</u>	<u>PAGE NO.</u>
C.1	BACKGROUND	6
C.2	SCOPE OF SERVICES	6
C.3	APPLICABLE DOCUMENTS	6
C.4	DEFINITIONS	6
C.5	GENERAL REQUIREMENTS/SPECIFICATIONS	6 - 8
C.6	SPECIFIC REQUIREMENTS/QUALIFICATIONS	8 - 9

**SECTION C: BACKGROUND, SCOPE OF SERVICES AND REQUIREMENTS**

**C.1 BACKGROUND**

C.1.1 The Department of Mental Health provides comprehensive mental health services to adults, children, youths and their families. Inpatient services are provided at Saint Elizabeths Hospital. Saint Elizabeths Hospital (SEH) was created in 1855 and serves as the District of Columbia's government-run psychiatric hospital.

**C.2 SCOPE OF SERVICES**

C.2.1 The Government of the District of Columbia, Office of Contracting and Procurement, on behalf of the Department of Mental Health (DMH), is seeking a Contractor to provide upgrades to the roofs installed on the DMH facilities located at 35 K St., NE Washington, DC 20002 and at 821 Howard Rd., SE Washington, DC 20020. Contractor shall upgrade and repair all defective area and materials on the roofs to ensure that the roofs are free from all leaks and defects.

**C.3 APPLICABLE DOCUMENTS**

N/A

**C.4 DEFINITIONS**

N/A

**C.5 GENERAL REQUIREMENTS/SPECIFICATIONS**

C.5.1 The Contractor shall replace all defective pipes and drains with new pipes and drains that match or exceed the existing pipes and drains currently installed on each roof and that meet the requirements for improved water handling on each roof.

C.5.2 The Contractor shall upgrade the insulated material currently installed on each roof, for protective measures, and shall install upgraded insulation that matches and exceeds the existing requirements of that roof.

C.5.3 The Contractor shall inspect the existing roof membrane on each roof and upgrade, as necessary, to provide a higher standard membrane than that currently installed.

C.5.4 The Contractor shall replace all defective/damaged flashings on each roof with new flashings that matches or exceeds the current requirements.

C.5.5 The Contractor shall replace and upgrade other defective/damaged materials, as required, on each roof by replacing them with higher grade materials that match or exceed that which is currently installed to ensure the soundness and integrity of each roof.

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

- C.5.6 The Contractor shall remove all obstacles of furniture or equipment blocking access to each roof and replace them in their original position once the upgrades have been completed.
- C.5.7 The Contractor shall cordon off all work areas while all upgrade services are being provided for the health and safety of persons in the building.
- C.5.8 The Contractor shall provide concentrated efforts on the roof areas over rooms 111 and 318 at 35 K St., NE which have received extensive ceiling and wall damages. In addition, special attention should also be given to the roof areas above rooms 111, 117, 119, 134, 214, 216, 225, 227, 241, 243, 304, 306, 307, 314, 315, 316, 317, 318, 319, 321, 322, 331, and 343 which also have evidence of water leakage and damage.
- C.5.9 The Contractor shall provide concentrated efforts on the roof area over room 137 at 821 Howard Road, SE. which has extensive ceiling/wall damage due to roof leaks.
- C.5.10 Contractor shall replace all damaged ceiling tiles in each facility with new ceiling tiles that match or exceed the quality of that which is currently installed. All ceiling tiles shall be compliant with current District of Columbia fire/health/ safety standards. Any wall repairs, painting, replacing of floor tiles/floor coverings, etc. required as a result of the leaking roofs shall be completed with materials that match or exceed the quality of the current requirement and shall be included in the cost of this project. The purchase of all paint and floor tiles/coverings shall be the responsibility of the Contractor and shall be included on line 003 - Materials, on the schedule B Pricing sheet. All paint colors and floor tile/covering colors shall be selected by the Contract COTR or her Designee.
- C.5.11 In the event that any electrical outlets have been damaged as a result of roof leaks, the Contractor shall install new industry standard electrical outlets that match and exceed the existing quality while meeting all District of Columbia Fire and Safety Standards.
- C.5.12 The Contractor shall clean up and remove all trash, debris, shipping and packing materials, etc. accumulated as a result of this project. All trash, debris, packing materials, etc. shall be disposed of away from the facility.
- C.5.13 The Contractor shall perform all services during the standard work hours of 8:00 AM through 6:00 PM Monday through Friday.
- C.5.14 The Contractor shall submit an estimated time frame for this project to be completed in its entirety in a separate memo attached to the Bid.**
- C.5.15 The Contractor shall attach an itemized listing of all materials and supplies that shall be needed to complete this project and the associated cost of each item. This listing shall be attached to the Schedule B Pricing sheet when submitting a Bid and the total cost of supplies and materials shall be included on line three (003) of the B.4 Schedule B Pricing Sheet.**



RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

- C.5.16 The Contractor shall perform a final walk-through with the Contracting Officer's Technical Representative (COTR) for final approval of the finished product. This walk-through shall be done no later than two (2) days after all work is completed. The COTR shall verify satisfactory completion of the project by signature on the Contractor's Work Order and Invoice. A copy of the work order and invoice shall remain with the COTR.
- C.5.17 The Contractor shall receive final approval on the selection of the ceiling tiles and any paint, floor tiles or floor coverings that may be required for the completion of this project from the Contract COTR before any purchases are made.
- C.5.18 Contractor's workmanship shall be of professional quality and all materials and supplies used in this project shall be new, of high grade commercial quality and suitable to its use in every respect. All materials used in this upgrade project shall meet all District of Columbia Health and Safety Standards.
- C.5.19 The Contractor shall provide and maintain an inspection system, acceptable to the District, for all supplies and materials received and all workmanship performed.

**C.6 SPECIFIC REQUIREMENTS/QUALIFICATIONS**

- C.6.1 All Prospective Bidders are invited to participate in an Optional Scheduled Walk Through of the Facility Roofs at the times designated below with the Contract COTR and/or Project Manager and a representative of the DMH Contracts and Procurement Administration..

**Location:** 35 K St., NE  
Washington, DC 20002  
**Date:** Monday, August 2, 2010  
**Time:** 12:00 Noon

**Location:** 821 Howard Rd., SE  
Washington, DC 20002  
**Date:** Monday, August 2, 2010  
**Time:** 1:30 AM

At this time, Prospective Bidders shall examine the area in which the work is to be performed, take all required measurements and formulate any questions or concerns that may arise regarding the completion of this project. All Contractor questions shall be presented in written format and submitted to **Mr. Samuel Feinberg, Director Contracts and Procurement, Agency Chief Contracting Officer.**

- C.6.2 All of the Contractor's staff working on this project must be licensed, where applicable, or certified in their trade with a minimum of one (1) year's hands-on experience performing tasks within or germane to their trade.
- C.6.3 Prospective Bidders submitting a response to this Solicitation must have a minimum of three (3) years in performing the required tasks depicted above or of tasks of a similar nature.

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

- C.6.3 The Contractor shall complete and submit **all required District of Columbia Compliance documents**, as noted in Section J of this Solicitation, along with the returned Bid. No Contract shall be finalized and signed without the submission of all of the required Compliance documents.

\*\*\*END OF SECTION C \*\*\*

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

**SECTION D**

**PACKAGING AND MARKING**

**TABLE OF CONTENTS**

<u>CLAUSE NO.</u>	<u>CLAUSE TITLE</u>	<u>PAGE NO.</u>
D.1	PACKAGING AND MARKING	11
D.2	POSTAGE AND MAILING FEES	11

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

**SECTION D: PACKAGING AND MARKING**

**D.1 PACKAGING AND MARKING**

D.1.1 The packaging and marking requirements for the resultant Contract shall be governed by clause number (2), Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007.

**D.2 POSTAGE AND MAILING FEES**

D.2.1 Contractor shall be responsible for all posting and mailing fees incurred in connection with performance under this Contract.

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

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

**SECTION E**

**INSPECTION AND ACCEPTANCE**

**TABLE OF CONTENTS**

<u>CLAUSE NO.</u>	<u>CLAUSE TITLE</u>	<u>PAGE NO.</u>
E.1	CONSESEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES	13
E.2	TERMINATION FOR CONVENIENCE	13 - 14
E.3	TERMINATION FOR DEFAULT	14 - 15
E.4	SUSPENSION OF WORK	15 - 16
E.5	STOP WORK ORDER	16 - 17
E.6	INSPECTION	17

**SECTION E: INSPECTION AND ACCEPTANCE**

**E.1 CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES**

- E.1.1 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.1.2 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.1.3 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.1.4 Therefore, in the case of non-performed work, the District:
  - E.1.4.1 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.1.4.2 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.1.4.3 May, at its option, perform the services by District personnel or other means.
- E.1.5 In the case of unsatisfactory work, the District:
  - E.1.5.1 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.1.5.2 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.2 TERMINATION FOR CONVENIENCE**

- E.2.1 The DMH may terminate performance of work under this contract for the convenience of the Government, in whole or, from time to time, in part, if the Director, Contracts and

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

Procurement/Agency Chief Contracting Officer determines that a termination is in the Government's best interest.

E.2.2 The Director, Contracts and Procurement/Agency Chief Contracting Officer shall terminate by delivering to the Contractor a Notice of Termination specifying the extent of termination and the effective date. After receipt of a Notice of Termination and, except as directed by the Director, Contracts and Procurement/Agency Chief Contracting Officer, the Contractor shall immediately proceed with the following obligations:

- (a) Stop work as specified in the notice.
- (b) Place no further subcontracts or orders except as necessary to complete the continued portion of the contract.
- (c) Terminate all applicable subcontracts and cancel or divert applicable commitments covering personal services that extend beyond the effective date of termination.
- (d) Assign to DMH, as directed by the Director, Contracts and Procurement/Agency Chief Contracting Officer, all rights, titles, and interests of the Contractor under the subcontracts terminated, in which case DMH shall have the right to settle or pay any termination settlement proposal arising out of those terminations.
- (e) With approval or ratification to the extent required by the Director, Contracts and Procurement/Agency Chief Contracting Officer, settle all outstanding liabilities and termination settlement proposals arising from the termination of subcontracts; approval or ratification shall be final for purposes of this clause.
- (f) Transfer title, if not already transferred, and, as directed by the Director, Contracts and Procurement/Agency Chief Contracting Officer, deliver to DMH any information and items that, if the contract had been completed, would have been required to be furnished, including (i) materials or equipment produced, in process, or acquired for the work terminated, and (ii) completed or partially completed plans, drawings, and information.
- (g) Complete performance of the work not terminated.
- (h) Take any action that may be necessary for the protection and preservation of property related to this contract.

**E.3 TERMINATION FOR DEFAULT**

E.3.1 DMH may, subject to the conditions stated below, by written notice of default to the Contractor, terminate this contract in whole or in part if the Contractor fails to:

- (a) Perform the services within the time specified in this contract or any extension; or
- (b) Make progress so as to endanger performance of this contract; or
- (c) Perform any of the other material provisions of this contract.

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

- E.3.2 DMH's right to terminate this contract may be exercised if the Contractor does not cure such failure within 10 days (or such longer period as authorized in writing by the Contracting Officer) after receipt of the notice to cure from the Contracting Officer specifying the failure.
- E.3.3 If DMH terminates this contract in whole or in part, it may acquire, under the terms and in the manner the Director, Contracts and Procurement/Agency Chief Contracting Officer considers appropriate supplies and services similar to those terminated, and the Contractor shall be liable to DMH for any excess costs for those supplies and services. However, the Contractor shall continue the work not terminated.
- E.3.4 Except for default by Subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Contractor. Examples of such causes include (1) acts of God, (2) fires or floods, (3) strikes, and (4) unusually severe weather. In each instance the failure to perform must be beyond the control and without the fault or negligence of the Contractor.
- E.3.5 If the failure to perform is caused by the fault of a subcontractor at any tier, and if the cause of the default is beyond the control of both the Contractor and the Subcontractor, and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted supplies or services were obtainable from other sources in sufficient time for the Contractor to meet the required schedule.
- E.3.6 If the contract is terminated for default, DMH may require the Contractor to transfer title and deliver to DMH, as directed by the Director, Contracts and Procurement/Agency Chief Contracting Officer, any completed and partially completed supplies and materials that the Contractor has specifically produced or acquired for the terminated portion of this contract. Upon direction of the Director, Contracts and Procurement/Agency Chief Contracting Officer, the Contractor shall also protect and preserve property in its possession in which CFSA has an interest.
- E.3.7 DMH shall pay the contract price or a portion thereof, for fully or partially completed or delivered supplies and services that are accepted by DMH.
- E.3.8 If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of DMH.
- E.3.9 The rights and remedies of DMH in this clause are in addition to any other rights and remedies provided by law or under this agreement.

**E.4 SUSPENSION OF WORK**

- E.4.1 The Director, Contracts and Procurement/Agency Chief Contracting Officer may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this Contract for the period of time that the Director, Contracts and Procurement/Agency Chief Contracting Officer determines appropriate for the convenience of the District. If the performance of all or any part of the work is, for an unreasonable period of time, suspended, delayed or interrupted by an act of the Director, Contracts and Procurement/Agency Chief Contracting Officer in the



RM-10-RFQ-118-BY0-TLW --  
ROOF UPGRADES

administration of this Contract, or by the Director, Contracts and Procurement/Agency Chief Contracting Officer's failure to act within the time specified in this Contract (or within a reasonable time if not specified), an adjustment shall be made for any increase in the cost of performance of this Contract (excluding profit) necessarily caused by the unreasonable suspension, delay, or interruption and the Contract modified in writing accordingly.

- E.4.2 No adjustment shall be made under this clause for any suspension, delay, or interruption to the extent that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor, or for which an equitable adjustment is provided for or excluded under any other term or condition of this Contract.
- E.4.3 A claim under this clause shall not be allowed for any costs incurred more than twenty (20) days before the Contractor shall have notified the Director, Contracts and Procurement/Agency Chief Contracting Officer in writing of the act or failure to act involved (but this requirement shall not apply as to a claim resulting from a suspension order); and unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of the suspension, delay, or interruption, but not later than the date of final payment under the Contract.

**E.5 STOP WORK ORDER**

- E.5.1 The Director, Contracts and Procurement/Agency Chief Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this Contract for a period of ninety (90) days after the order is delivered to the Contractor and for any further period to which the parties may agree.
- E.5.2 The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurring of costs allocable to the work covered by the order during the period of work stoppage. Within a period of ninety (90) days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Director, Contracts and Procurement/Agency Chief Contracting Officer shall either cancel the stop-work order; or terminate the work covered by the order as provided in the Default or Termination for Convenience clauses in the Standard Contract Provisions (Attachment J-1).
- E.5.3 If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Director, Contracts and Procurement Administration/Agency Chief Contracting Officer shall make an equitable adjustment in the delivery schedule or Contract price, or both and the Contract shall be modified, in writing, accordingly.
- E.5.4 If the stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this Contract; and the Contractor asserts its right to the adjustment within thirty (30) days after the end of the period of work stoppage; provided, that, if the Director, Contracts and Procurement/Agency Chief Contracting Officer decides the facts justify the action, the Director, Contracts and Procurement/Agency Chief Contracting Officer may receive and act upon the claim submitted at any time before final payment under this Contract.

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

- E.5.5 If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the District, the Director, Contracts and Procurement/Agency Chief Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- E.5.6 If a stop-work order is not canceled and the work covered by the order is terminated for default, the Director, Contracts and Procurement/Agency Chief Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

**E.6 INSPECTION**

- E.6.1 The inspection and acceptance requirements for the resultant Contract shall be governed by cause Number Five (5) Inspection of Supplies and 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.

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

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

**SECTION F**

**PERFORMANCE AND DELIVERABLES**

**TABLE OF CONTENTS**

<u>CLAUSE NO.</u>	<u>CLAUSE TITLE</u>	<u>PAGE NO.</u>
F.1	PERIOD OF PERFORMANCE	19
F.2	DELIVERY OR DELIVERABLES	19
F.3	OFFEROR NOTICE REGARDING LATE PERFORMANCE	19
F.4	RESERVED	19

**SECTION F: PERFORMANCE AND DELIVERABLES**

**F.1 PERIOD OF PERFORMANCE**

F.1.1 The Period of Performance (POP) for this Contract shall be for One (1) Year from Date of Award.

**F.2 DELIVERY OR DELIVERABLES**

F.2.1 Contractor shall comply with all HIPPA and ADA regulations and standards when performing the aforementioned services.

F.2.2 The Contractor shall make records, reports and any other data and program information available to DMH via paper or electronically.

F.2.3 The Contractor shall provide a completely filled out job ticket that includes the following information:

- a) Arrival Time
- b) Departure Time
- c) Description of Work Performed

F.2.4 The Contractor shall ensure that all job tickets are signed by the Contracting Officer's Technical Representative (COTR).

**F.3 OFFEROR'S NOTICE REGARDING LATE PERFORMANCE**

In the event the Contractor anticipates or encounters difficulty in complying with the terms and conditions as stated in the contract, or in meeting any other requirement set forth in this Contract, the Contractor shall immediately notify the Director, Contracts and Procurement/Agency Chief 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 DMH.

**F.4 RESERVED**

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

**SECTION G**

**CONTRACT ADMINISTRATION DATA**

**TABLE OF CONTENTS**

<u>CLAUSE NO.</u>	<u>CLAUSE TITLE</u>	<u>PAGE NO.</u>
G.1	CONTRACT ADMINISTRATION	21
G.2	TYPE OF CONTRACT	21
G.3	MODIFICATIONS	21
G.4	AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR	22
G.5	DESIGNATION OF THE CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE	22
G.6	SUBMISSION OF INVOICES	22 - 23
G.7	CERTIFICATION OF INVOICES	23
G.8	PAYMENT	23
G.9	RESPONSIBILITY FOR AGENCY PROPERTY	23
G.10	ASSIGNMENT OF PAYMENTS	23 - 24

**SECTION G: CONTRACT ADMINISTRATION DATA**

**G.1 CONTRACT ADMINISTRATION**

G.1.1 Correspondence or inquiries related to this Solicitation 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 – 4<sup>th</sup> Floor  
Washington, DC 20002  
Office - (202) 671-3188 – Fax (202-671-3395  
Email: [Samuel.feinberg@dc.gov](mailto:Samuel.feinberg@dc.gov)

**G.2 TYPE OF CONTRACT**

G.2.1 This shall be a Labor and Materials 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 Solicitation, the DMH shall only be liable for the payment of all services accepted during the hours of work actually performed.

G.2.2 This Solicitation 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 Solicitation; (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 Solicitation shall be made in writing by a formal Modification to this Solicitation 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 Solicitation 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 Solicitation 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 Solicitation, have direct responsibility to assign work to Contractor, review Contractor's performance during the term of this Solicitation 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:

Theresa Donaldson shall serve as the Contracting Officer's Technical Representative (COTR) for this Contract.

**Gillian Daniels  
Administrative Officer  
District of Columbia Department of Mental Health  
Mental Health Services Division  
35 K Street, NE  
Washington, DC 20002  
(202) 442-4876; Cell phone: (202) 829-6305**

**G.6 SUBMISSION OF INVOICE**

- G.6.1 Contractor shall submit, on a monthly basis, an original and three copies of each invoice to the Department of Mental Health, Accounts Payable Office at 64 New York Ave., NE, 6<sup>th</sup> Floor Washington, DC 20002 or by e-mail to [dmh.ap@dc.gov](mailto:dmh.ap@dc.gov). One a copy of the invoice shall be sent to the Contracting Officer's Technical Representative (COTR) as listed above. 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

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

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 each 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 Solicitation 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 parts furnished, while in Contractor's custody during the performance of services under this Solicitation, 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.

**G.10 ASSIGNMENT OF PAYMENTS**

G.10.1 In accordance with 27 DCMR, 3250, unless otherwise prohibited by this Contract, the Contractor may assign funds due or to become due as a result of the performance of this Contract, to a bank, trust company or other financial institution.

G.10.2 Any assignment shall cover all unpaid amounts payable under this Contract and, shall not be made to more than one party.

G.10.3 Notwithstanding an assignment of money claims pursuant to authority contained in the Contract, the Contractor, not the assignee, is required to prepare invoices. Where such an



RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

Pursuant to the instrument of assignment dated \_\_\_\_\_, make  
payment of this invoice to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Name and address of Assignee)

**\*\*\* END OF SECTION G \*\*\***

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

**SECTION H**

**SPECIAL CONTRACT REQUIREMENTS**

**TABLE OF CONTENTS**

<u>CLAUSE NO.</u>	<u>CLAUSE TITLE</u>	<u>PAGE NO.</u>
H.1	LIQUIDATED DAMAGES	26
H.2	PRIVACY AND CONFIDENTIALITY COMPLIANCE	26 - 31
H.3	COST OF OPERATION	31
H.4	CONTRACTOR LICENSE/CLEARANCES	31
H.5	AMERICANS WITH DISABILITES ACT OF 1990	31
H.6	SECTION 504 OF THE REHABILITATION ACT OF 1973	31

## **SECTION H: SPECIAL CONTRACT REQUIREMENTS**

### **H.1 LIQUIDATED DAMAGES**

H.1.1 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 \$120.00 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.1.2 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.

### **H.2 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

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

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

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

the Business Associate on behalf of DMH, agrees to the same restrictions and conditions that apply through this Agreement to the Business Associate with respect to such information.

- (f) The Business Associate agrees to provide access, at the request of DMH and in the time and manner prescribed by the Director, Contracts and Procurement/Agency Chief Contracting Officer, to protected information in a Designated Record Set, to DMH or, as directed by DMH, to an individual in order to meet the requirements under 45 CFR 164.524.
- (g) The Business Associate agrees to make any amendment(s) to protected information in a Designated Record Set that DMH directs or agrees to pursuant to 45 CFR 164.526 at the request of DMH or an Individual and in the time and manner prescribed by the Director, Contracts and Procurement/Agency Chief Contracting Officer.
- (h) The Business Associate agrees to make internal practices, books and records, including policies and procedures and protected information, relating to the use and disclosure of protected information received from, or created or received by the Business Associate on behalf of DMH, available to the DMH, in a time and manner prescribed by the Director, Contracts and Procurement/Agency Chief Contracting Officer, for purposes of the determining DMH's compliance with the Privacy Rule.
- (i) The Business Associate agrees to document such disclosures of protected health information and information related to such disclosures as would be required for DMH to respond to a request by an Individual for an accounting of disclosures of protected health information in accordance with 45 CFR 164.528.
- (j) The Business Associate agrees to provide to DMH or an Individual, in time and manner prescribed by the Director, Contracts and Procurement/Agency Chief Contracting Officer, information collected in accordance with Section (i) above, to permit DMH to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.

H.2.3 Permitted Uses and Disclosures by Business Associate

- (a) Refer to underlying services agreement. Except as otherwise limited in this Section H.2, the Business Associate may use or disclose protected information to perform functions, activities, or services for, or on behalf of, DMH as specified in this Solicitation, 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.

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

- (c) Except as otherwise limited in this Section H.2, the Business Associate may disclose protected information for the proper management and administration of the Business Associate, provided that disclosures are required by law, or the Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it shall remain confidential and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.
- (d) Except as otherwise limited in this Section H.2, the Business Associate may use protected information to provide Data Aggregation services to DMH as permitted by 42 CFR 164.504(e)(2)(i)(B).
- (e) The Business Associate may use protected information to report violations of law to appropriate Federal and State authorities, consistent with § 164.502(j) (1).

#### H.2.4 Obligations of DMH

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

#### H.2.5 Permissible Requests by DMH

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

#### H.2.6 Term and Termination

- (a) Term. The requirements of this HIPAA Privacy Compliance Clause shall be effective as of the date of Contract award and shall terminate when all of the protected information provided by DMH to the Business Associate, or created or received by the Business Associate on behalf of DMH, is destroyed or returned to DMH, or, if it is infeasible to return or destroy Protected information, protections

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

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.

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

- (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 Solicitation shall be borne by Contractor. This includes, but is not limited to, taxes, surcharges, licenses, insurance, transportation, salaries and bonuses.

**H.4 CONTRACTOR LICENSE/CLEARANCES**

- H.4.1 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.5 AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)**

During the performance of the Contract, this Contractor and any of its subcontractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. See 42 U.S.C. Section 12101 et. Seq.

**H.6 SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED**

During the performance of this Contract, the Contractor and any of its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against disabled people in federally funded programs and activities. See 29 U.S.C. Section 797 et. Seq.

**\*\*\* END OF SECTION H \*\*\***



RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

**SECTION I**  
**CONTRACT CLAUSES**  
**TABLE OF CONTENTS**

<u>CLAUSE NO.</u>	<u>CLAUSE TITLE</u>	<u>PAGE NO.</u>
I.1	GOVERNING LAW	33
I.2	APPLICABILITY OF STANDARD CONTRACT PROVISIONS AND WAGE DETERMINATION	33
I.3	TIME	33
I.4	INSURANCE	33 - 34
I.5	CONTRACTS THAT CROSS FISCAL YEARS	34
I.6	CONFIDENTIALITY OF INFORMATION	34
I.7	RESTRICTION ON DISCLOSURE AND USE OF DATA	34 - 35
I.8	RIGHTS IN DATA	35 - 38
I.9	OTHER CONTRACTS	38
I.10	SUBCONTRACTS	38
I.11	CONTINUITY OF SERVICES	38
I.12	EQUAL EMPLOYMENT OPPORTUNITY	38
I.13	CONTRACTS IN EXCESS OF ONE MILLION DOLLARS	39
I.14	ORDER OF PRECEDENCE	39

## SECTION I: CONTRACT CLAUSES

### I.1 GOVERNING LAW

This contract shall be governed by and construed in accordance with the laws applicable in the District of Columbia.

### I.2 APPLICABILITY OF STANDARD CONTRACT PROVISIONS AND WAGE DETERMINATION

I.2.1 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.3 TIME

I.3.1 Time, if stated in a number of days, shall mean all calendar days including Saturdays, Sundays, and Holidays, unless otherwise stated herein. Business days shall mean all days excluding Saturdays, Sundays, holidays and other days in which District Government is closed.

### I.4 INSURANCE

I.4.1 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.4.2 **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.4.3 **Property Damage:** The Contractor shall carry property damage insurance of a least (\$20,000) per occurrence.

I.4.4 **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.4.5 **Employer's Liability:** The Contractor shall carry employer's liability coverage of at least one hundred thousand dollars (\$100,000) per employee.

I.4.6 **Automobile Liability:** The Contractor shall maintain automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

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.4.7 **Professional Liability:** The Contractor shall carry and maintain professional liability insurance coverage of at least one (1) Million Dollars.

I.4.8 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.5 CONTRACTS THAT CROSS FISCAL YEARS**

I.5.1 Continuation of this Contract beyond the Fiscal Year is contingent upon future fiscal appropriations.

**I.6 CONFIDENTIALITY OF INFORMATION**

I.6.1 All information obtained by the Contractor 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 Contractor 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.7 RESTRICTION ON DISCLOSURE AND USE OF DATA**

I.7.1 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.7.2 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.7.3 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,

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

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.7.4 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.8 RIGHTS IN DATA**

I.8.1 “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.8.2 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.8.3 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.8.4 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.8.5 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,

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

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.8.6 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.8.7 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.8.8 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.8.9 Copy computer programs for safekeeping (archives) or backup purposes; and,
- I.8.10 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.8.11 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

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

- (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.8.12 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.8.13 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.8.14 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 payment to the person in control of the source code the reasonable cost of making each copy.
  
- I.8.15 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

RM-10-RFQ-118-BY0-TLW –  
ROOF UPGRADES

matter contained in such data.

- I.8.16 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.8.17 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.9 OTHER CONTRACTORS**

- I.9.1 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.10 SUBCONTRACTS**

- I.10.1 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.11 CONTINUITY OF SERVICES**

- I.11.1 The Contractor recognizes that the services provided under this Contract are vital to the District of Columbia and must be continued without interruption and that, upon Contract expiration or termination, a successor, either the District Government or another Contractor, at the District's option, shall continue to provide these services. To that end, the Contractor agrees to:

Furnish phase-out, phase-in (transition) training; and exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

**I.12 EQUAL EMPLOYMENT OPPORTUNITY**

- I.12.1 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.
- I.12.2 An award cannot be made to any Vendor who has not satisfied the equal employment requirements as set forth by equal employment requirements.

**I.13 CONTRACTS IN EXCESS OF ONE MILLION DOLLARS**

I.13.1 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.14 ORDER OF PRECEDENCE**

I.14.1 A conflict in language or any inconsistencies in this Contract 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 Contract by reference and made a part of the Contract:

1. 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 Contract
4. Standard Contract 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 29, 2008)
6. Number **RM-10-RFQ-118-BY0-TLW**

I.4.2 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**

**AND WEBSITE ADDRESS FOR COMPLIANCE DOCUMENTS:**

- J.1 STANDARD CONTRACT PROVISIONS (MARCH 2007) - (Attached. For Review Only)\_**
- J.2 TAX CERTIFICATION AFFIDAVIT (Attached. Please complete and return a copy with your Bid )**
- J.3 EQUAL EMPLOYMENT OPPORTUNITY DOCUMENT (Attached. Complete and return a copy with your Bid)**
- J.4 FIRST SOURCE EMPLOYMENT AGREEMENT (Complete Online and Return Copy with your Bid.)**

**INSTRUCTIONS TO ACCESS THE COMPLIANCE DOCUMENTS ONLINE.**

1. Go on internet to the Office of Contracts and Procurement Website, <http://ocp.dc.gov>.
2. Scroll down the page and click on "Solicitation Attachments".
3. On the next screen, scroll down and click on "Related Documents".
4. Click on each document listed above. Complete each document online and submit on-line , if possible, and/or return a completed copy with your Bid submission.

**\*\*\* END OF SECTION J \*\*\***